



Project Finance Coordinator (m/f/d)

***Application deadline:** 21 January 2024

***Starting date:** as soon as possible

***Contract:** unlimited

***Working Hours:** Full-Time

***Place of work:** Berlin

Who are we?

s.Pro sustainable-projects is a small consultancy specialised in the coordination of transnational cooperation projects, mostly funded by the European Commission (Horizon; Interreg, Erasmus), but also other public donors. Our topical focus lies in projects dealing with the sustainable use of the sea. Among others we run the permanent secretariat of the SUBMARINER Network for the Promotion of Blue Growth as well as the EU4Algae initiative. SUBMARINER is a flagship initiative within the EU Baltic Sea Strategy as well as EU Mission 'Restore our Oceans', bringing together a variety of public and private stakeholders, all engaged in the innovative and sustainable use of marine resources.

s.Pro / SUBMARINER have currently a portfolio of 25 'active' projects with a volume of almost € 8 million for our services and a total project volume of more than € 80 million.

All projects have a term of three to four years and bring together between eight and 25 partners from research, industry, business development, NGOs and administration from all European countries.

Who are we looking for?

We are looking for a new staff member for our Berlin office to support our growth. Under the supervision of the Director of Finance and Administration and in close cooperation with the Project Managers you will be responsible for all financial and administrative aspects of the implementation of our projects, ensuring that they are implemented in line with the various donor requirements as well as with our own accounting processes and financial planning.

What are your responsibilities?

- Act as focal point for all project managers regarding the financial and administrative management of projects;
- Monitor project budgets in close cooperation with the project managers;
- Prepare budget addenda, interim and final financial reports;
- Support with proposal budget drafting and administrative requirements;
- Support with the preparation of project accounts;
- Coordinate project audits and liaise with external auditors;
- Conduct the administrative and financial dialogue with external partners;
- Ensure that all project financial and administrative documentation is complete and archived in line with legal and donor regulations;
- Support with Grant Agreement Preparation and Consortium Agreements;
- Drive the further development process by introducing standards and drafting internal guidelines;
- Draft and conduct internal trainings on donor regulations and internal processes and guidelines;

What is the ideal mix of competencies and skills?

- An educational background in Public or Business Administration, Financial Accounting, Economics, or similar;
- At least five years of financial and/or accounting, auditing experience within the NGO sector;
- Experience with finance management of projects funded by international donors (knowledge of Horizon Europe and/or other European/national funding instruments being a plus);
- Strong analytical skills with ability to set priorities, complete work with minimal supervision, and meet deadlines;
- Ability to interact with all levels of staff, open-minded and comfortable in a multicultural environment;
- Strong ability and willingness to transfer knowledge and build capacities of project staff;
- Excellent knowledge of MS Office / Teams and especially MS Excel; experience with project coordination and management tools as well as accounting programs being of advantage;
- Excellent English and German language skills.

What do we offer you?

- A meaningful job in a very dynamically evolving environment, where you contribute to climate change mitigation; reduction of pollution and biodiversity loss;
- A job in a firmly established, successful, highly dynamic company with a long-term secured project portfolio;
- An attractive fixed salary; as well as bonus payments;
- An interesting multi-cultural, international and diverse team;
- The possibility of continuous personal development;
- We encourage and support you in attending targeted training measures;
- An optimal working environment with a beautiful loft office in the middle of the Schöneberger Kiez with 2 minutes walk from S-Bahn/U-Bahn/Bus;
- Up to three home office days per week; flexible working hours and holiday regulations (by arrangement);
- Regular overall team retreats to promote internal knowledge transfer, generate shared ideas and strengthen the working atmosphere.

How do you apply?

Please send us your CV with a meaningful cover letter in English and any other documents to: lm@sustainable-projects.eu. **Subject: Project Finance Coordinator**

Closing date for applications: **21 January 2024**. The position may be filled before the deadline has been reached, so early applications are encouraged.