

FINANCE OFFICER

Secretariat of ProtectDefenders.eu, the EU Human Rights Defenders mechanism

ProtectDefenders.eu is the EU Human Rights Defenders Mechanism, established to protect defenders at high risk and facing the most difficult situations worldwide. It is implemented by a consortium of 12 international NGOs with the support of the European Commission. The members of the Consortium are: Front Line Defenders, Reporters Without Borders (RSF), World Organisation Against Torture (OMCT), International Federation for Human Rights (FIDH), Economic, Social and Cultural Rights Network (ESCRNet), International Gay and Lesbian Association (ILGA), Urgent Action Fund for Women Human Rights Defenders (UAF), Protection International, Peace Brigades International (PBI), Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF), Forum Asia and East and Horn of Africa Human Rights Defenders Project (EHAHRDP). Front Line Defenders, RSF, OMCT and FIDH form the Board of the Consortium.

The mission of ProtectDefenders.eu is:

- To operate a permanent and rapid response mechanism to provide emergency support and material assistance to human rights defenders in danger;
- To manage a support programme of temporary relocation for human rights defenders at risk to relocate inside their country, within their region or abroad in case of urgent threat;
- To support and coordinate an exchange platform for organisations and stakeholders working on temporary relocation for human rights defenders including through the EU Temporary Relocation Platform;
- To provide training, support and capacity-building to human rights defenders and local organizations;
- To monitor the situation of human rights defenders and advocate for a protection agenda for Human Rights Defenders at local, regional and international level;
- To promote coordination between organizations dedicated to support for human rights defenders, EU institutions and other relevant actors.

ProtectDefenders.eu Secretariat is the coordination structure of the mechanism and is also in charge of the institutional representation and financial and narrative reporting of the project. The EU HRD mechanism began its operations on 1st October 2015 for a duration of 36 months, this project is now extended with another year, with the possibility for a renewal of 3 years in 2019 through the participation in the Call for Proposals launched by the EU.

PURPOSE OF THE POSITION:

Under the supervision of the Head of Secretariat and with the assistance of the other Secretariat staff, the Finance Officer maintains an effective and accurate financial reporting system for all the HRD mechanism activities. This includes ensuring that all expenditures are in conformity with the relevant EU guidelines and that the financial reporting to the EU and the relevant audit reports are delivered on time and to the highest professional standards. Together with the Head of Secretariat, the Finance Officer ensures the development and implementation of expenditure plans and ensures that programmes are implemented within agreed and approved budgets through undertaking regular budget monitoring of expenditure against budget. The Finance Officer coordinates audits of the project and ensures that continuous monitoring and risk mitigation measures are in place.

Main tasks

- Coordinate the financial aspects of the multi-state, multi-year, multi-partner program in line with EU requirements and the grant contract.
- Monitor budget burn rates and cash-flow projections.
- Ensure that financial management systems and records are effective and robust.
- Consolidate cash flows, reporting templates, financial plans and amendments throughout the project life.
- Prepare project forecasts and recommend appropriate actions on any significant variances; prepare budget amendments where necessary.
- Maintain an adequate filing system for all financial and accounting deliverables to ensure easy access during internal/external audit.
- Prepare the financial accounts for external audit and coordinate audit activities.
- Follow up on the timely implementation of the recommendations provided during the audits to remedy significant variances.
- Design and implement policies and procedures in compliance with Donor's regulations, ensuring coherence among partners of the consortium, effective internal controls and minimizing risks.
- Provide to the HoS financial projections and analysis.
- Coordinate project start-up and close-out activities.

Experience/knowledge:

- Masters Degree in Finance or Accounting or professional accounting qualification, or three to five years equivalent professional experience
- Minimum of five years of experience in a finance/reporting role of EU funded projects, preferably with an international NGO
- Demonstrated experience in developing and managing large budgets, with preference for previous experience working in a consortium or a network
- Experience in managing expenditure verifications and external audits
- Strong coordination/negotiation skills specifically with the ability to effectively coordinate among partner organisations
- Share the core values of ProtectDefenders.eu

Skills:

- Excellent oral and written English language skills. French or Spanish is an asset.
- Strong financial management skills
- Ability to work towards tight reporting deadlines
- Strong analytical, interpersonal, communication and organisation skills.

The Finance Officer will be based in ProtectDefenders.eu secretariat in Brussels and would have the necessary permit to work in the EU.

ProtectDefenders.eu Secretariat values diversity and is an equal opportunity employer.

HOW TO APPLY:

Applications comprising a CV with at least two references and a cover letter should be sent by email to recruit@ProtectDefenders.eu before 3 April 2019. **The position might be filled before the deadline, early applications are encouraged.**

The successful candidate will be expected to start work in April 2019 if possible. Given the project period of the Programme, the initial contract will be until 31 January 2020.