

Job posting: Finance Manager

Starting as soon as possible; location is Berlin

The Renewables Grid Initiative (RGI) is a unique collaboration of NGOs and Transmission System Operators (TSOs) from across Europe. We promote transparent, environmentally sensitive grid development to enable the further steady growth of renewable energy and the energy transition.

The RGI Secretariat is looking for a Finance Manager to provide sound financial and administrative management of the organisation. The successful candidate will join an enthusiastic, committed, dynamic and very international team that interacts with partners from across Europe.

Duties and responsibilities

- Financial management and coordination, project finance reporting to multiple funders including the European Commission;
- Ensure compliance of project budgeting and financial reporting with funding partners' contracts and regulations;
- Annual/multi-annual organisational budget planning, execution and reporting using different costs allocation techniques;
- Budgeting as part of grant applications, managing administrative aspects of grant applications;
- Liaise with the EU financial authorities, auditors, RGI tax consultant and the German tax authorities;
- Supervision of processing and validation of invoices, expenses, payments and reimbursements, preparation of commitments, purchase orders;
- Reconciliation of income/expenses booked as well as cash and bank balances on a quarterly basis together with the tax accountant;
- Procurement of services and external contract management according to donors' rules and procedures;
- Fundraising and regular screening for funding opportunities.

Qualifications

The ideal candidate will have relevant work experience in finance and management of EU-funded projects. He/she should be able to work autonomously, have outstanding organisational skills and a strong capacity to track details, including the ability to prioritise work demands and tasks.

- Finance/Accounting qualification or equivalent;
- A minimum of three years of relevant professional experience;
- Experience in financial management of EC projects and/or operating grants;
- Fluency in English, ability to read German preferable;
- Proficiency in the MS Office Suite in particular Excel ;
- Excellent time management skills and the ability to meet deadlines and objectives in an autonomous manner;
- Desire and commitment to work in a small team in a multicultural working environment;
- Experienced in developing and implementing effective financial systems.

What we have to offer

Reporting to the RGI CEO, the Finance Manager is offered a full-time, two-years contract, with the possibility of extension and becoming a permanent contract. The work location is down-town Berlin, Germany. The starting date is as soon as possible.

Application procedure

Interested candidates should submit their applications in English, including a CV, cover letter with expected salary and at least two reference contacts. The applications should be sent per e-mail to jobs@renewables-grid.eu addressed to Ms Antonella Battaglini, CEO of RGI. Please include "Finance Manager" in the subject line.

Applications will be processed until a suitable candidate is found. We will then take the job posting off our website.

Only candidates with the required qualifications will receive feedback to their application.