

Finance Assistant

Starting ASAP in Berlin

Please include a response to the task at the end of this document
in your application

1. Background

The Renewables Grid Initiative (RGI) is a unique collaboration of NGOs and TSOs from across Europe engaging in an 'energy transition ecosystem-of-actors'. We promote fair, transparent, sustainable grid development to enable the growth of renewables to achieve full decarbonisation in line with the Paris Agreement.

RGI receives funding from different sources, including project grants, operating grants, and membership fees. We are seeking for an individual to support in carrying out our finance related operations.

2. Specific tasks

The Finance Assistant shall specifically work on the following tasks:

- Support the Finance Manager in managing funding agreements and calls for funds from consortium partners
- Support travel expense allocation, time sheet management, as well as other similar tasks
- Support in the compliance of the financial reporting requirements of the grants
- Contribute to the writing of new funding proposals internally and with potential consortium partners
- Support the monitoring, and reporting related to the RGI Business Plan
- Contribute to other RGI activities as requested

3. Qualifications

Candidates should have:

- Proficiency in Microsoft Excel and good knowledge of other Microsoft Office programmes.
- A love for numbers and information accuracy, an analytical mind and eye for details
- Excellent written and verbal communication skills in English
- A formal education in accounting and bookkeeping is an advantage
- An ability to work independently and efficiently as well as in close collaboration with other team members. Ability to structure own work and respect close deadlines
- An ability to learn fast and quickly understand new issues

4. What we offer

- We are a highly international and diverse team.
- We are growing and continuously inventing something new.
- We interact with partners in 11 different European countries.
- We work at the interface of the corporate energy world, non-governmental organisations, and the policy world.

5. Your application

Please address your application to Antonella Battaglini, the CEO of RGI, including your Curriculum Vitae, the responses to the questions below and a letter of motivation in which you indicate expected salary, first possible available date, and references. Send your application to jobs@renewables-grid.eu, indicating in the subject line that you are applying for the 'Financial position'. In your email please write whether you are vaccinated against COVID-19, so we can plan personal interviews accordingly. Applications will be processed as they come, the post will remain open until we have found a suitable candidate.

The starting date for this post is as soon as possible. The contract will run for initially two years with the option of prolonging it. Our offices are based in Berlin.

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

6. Task

Please read the table below and offer your observations and understanding of this table. Please try to keep it within 150 words.

Budget of activities for the year €80.000

Grant Income	€80.000	Staff cost	€40.000
Membership Fee	€10.000	Travel cost	€ 8.000
		Subcontracting	€18.000
		Venues and Catering	€ 9.000
	€90.000		€75.000