Position: Finance and Grants Manager

Dates: 1st June 2020 to 31st May 2022

Location: Saint-Gilles, Brussels, Belgium (flexible or remote working arrangements will be considered for the right candidate)

Hours: Full time (38.5 hours per week)

Remuneration: 36,301 - 42,301 EUR gross p.a. dependent on location and experience
Benefits package in Belgium includes lunch vouchers and annual transportation pass.

Contract: Fixed term employee, renewable

**JOB DESCRIPTION**

1. **Main purpose of the role**
   To provide financial and grants management for PBI’s International Secretariat and to consolidate and present finance reporting for the global organisation.

2. **Position in the organisation**
   This is a fixed term employment contract for 24 months, renewable subject to review. The person will be formally accountable to PBI’s International Council (IC), will be line managed by the Governance Coordinator, and work closely with members of the Finance Working Group and other International Office staff. The Finance and Grants Manager will oversee the ISEC Administrator and may also oversee IO volunteers.

3. **Place of work**
   The person will be based in Brussels where the International Office is located. Remote or flexible working arrangements are possible, but applicants should work in a time zone that facilitates coordination (+/- 3 UTC) and be available to spend significant time in Brussels.

4. **Organisation overview**
   PBI is a non-governmental organisation, registered in the USA, which protects human rights and promotes nonviolent conflict transformation. We provide protection, capacity building and other support for threatened organisations, defenders and communities pursuing social justice and defence of human rights in areas of violent conflict. Our current field projects are in Colombia, Guatemala, Honduras, Kenya, Indonesia, Mexico, Nepal and Nicaragua.

   PBI project work is supported by a network of 13 country groups in Europe, North America and Australia, who carry out volunteer recruitment, advocacy and fundraising, and by the international coordinating office in Brussels.

   PBI uses a non-hierarchical model of organising and decisions are made by consensus. The General
Assembly, which convenes every three years, is PBI’s highest decision-making body. In between, governance and operations are the responsibility of the international councils. The international councils, committees and working groups, together with the International Office constitute the International Secretariat (ISEC).

Other IO staff will comprise a Governance Coordinator, International Coordinator and Administrator.

For further information about PBI see www.peacebrigades.org.

5. Responsibilities
Under the supervision of the Governance Coordinator, the key tasks of the Finance & Grants Manager will include the following:

- To develop and maintain the highest level of financial accountability across the organisation
  - Consolidate and produce annual audited global accounts (Belgium) and complete all global external reports to the IRS (USA)
  - Coordinate the annual global budget planning and approval process; consolidate and produce regular internal management accounts reporting on the global budget and including cash flow projections
  - Convene Finance Working Group and participate in Finance & Audit Committee

- To manage the finances of the International Secretariat
  - Produce and manage the annual budget for ISEC
  - Produce annual accounts for ISEC
  - Complete monthly bookkeeping and management accounts for the ISEC
  - Oversee payroll for IO staff
  - Oversee PBI relationships with financial institutions
  - Review, update and ensure compliance with the PBI Financial SOP

- To manage multilateral and ISEC specific grants
  - Produce and manage grant proposal budgets and amendments
  - Produce and manage financial reporting to donors, including the generation of ISEC financial reports and the coordination and consolidation of entity financial reports
  - Act as main point of contact between PBI and donors regarding grant reporting requirements and budget amendments
  - In close coordination with PBI entities, and external auditors, prepare global and grant specific audits
  - Process and acknowledge the receipt of individual donations to PBI
  - Oversee the production, maintenance and implementation of PBI policies related to grant management and ensure compliance with grants and donors’ requirements

6. Person Specification

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<thead>
<tr>
<th>Qualifications (minimum)</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>University degree in relevant subject</td>
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<tr>
<td>Professional qualification in finance, accounting or equivalent professional experience</td>
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<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<td>A senior role in an international NGO with demonstrable results</td>
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<td>Consensus decision-making</td>
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<td>Experience managing EU grants and/or other multilateral government grants</td>
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<td>Managing staff and volunteers</td>
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Knowledge

- Financial management and accounting best practice in an international and multi-currency setting
- Commitment to and understanding of PBI’s principles, mission and objectives
- Proficient in basic office IT skills (Excel, Word, Outlook & open source equivalents)

Skills

- Excellent organisational and time management skills
- Self-motivating and able to work under own initiative
- Ability to solve problems and achieve results with limited resources
- Ability to collate and summarise large amounts of data
- Excellent attention to detail for language and reviewing budgets
- Excellent numeracy, written and verbal communication skills, including the ability to persuasively communicate technical subjects to non-technical audiences and non-native speakers
- Fluency in English and a working knowledge of Spanish
- Demonstrated ability to work within a multi-cultural office environment and a complex, decentralised multi-cultural organisation
- Ability to build effective relationships with colleagues

- Proficiency in Spanish would be a significant advantage
- Working knowledge of French would be useful

7. Application Instructions and Timeline

To apply, please send a completed application form to: recruitment@peacebrigades.org by 9:00am CEST on Monday, 4 May 2020. Only applications submitted using PBI’s application form and completed in English will be considered.

Written test: 8-9 May
Interviews: 13 May
Start date: 1 June or as soon as possible

We regret that we are unable to reply to candidates not selected for interview.