

## Vulture Conservation Foundation – Job Specification/Description Financial Assistant

**JOB TITLE:** Financial Assistant

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### **Overall purpose of the job**

To support the VCF on the financial management and administration of projects, especially LIFE projects in the Balkans and Sardinia

**Position:** Part-time (50%) 12-month fixed-term contract, with potential to renew for at least 3 years

**Reporting to:** VCF Financial manager (on finance and administration) and Programmes Manager (on general project support and logistics)

### **Background**

The VCF is the leading organisation on vulture conservation in Europe, and is now managing several large-scale projects, including EU-funded LIFE projects, in many different countries in Europe. The VCF is a Dutch foundation with a legal seat in Holland, and offices in Switzerland and Spain. The VCF's project portfolio, activities and ambition has been steadily growing, and so too has its team. We are now looking for an experienced financial assistant to help us successfully implement our many vulture conservation projects and initiatives mainly across the Balkans.

### **Main duties & responsibilities**

1. Implement financial and administrative tasks foreseen within the actions of the BalkanDetox LIFE project
2. Implement financial and administrative tasks foreseen within the actions of the LIFE Safe for Vultures project
3. Provide overall support to the BalkanDetox LIFE project partners for successful completion of financial and administrative tasks foreseen within the project
4. Maintain periodic communication with the Financial officers of project beneficiaries from the BalkanDetox LIFE
5. Collect and review of periodical (3 months) financial reports from project partners of the BalkanDetox LIFE
6. Manage project documentation and elaborate financial reports on a quarterly basis for BalkanDetoxLife and LIFE Safe for Vultures
7. Support Project Manager with handling logistics, booking services, organising, and processing invoices related to meetings and external assistance contracts foreseen within the BalkanDetox LIFE project
8. Support VCFs Programme Manager in organising and handling logistics around the WildLife Crime Academy in Seville
9. Provide overall support to the VCFs Financial Manager with the accounting needs of the VCF and preparation of periodical financial reports

**Education - Skills - Experience required:**

- ✓ University degree level general education
- ✓ At least 3 years of professional experience on financial management, notably on the financial management of LIFE projects or other EU funded programmes
- ✓ Good organisational and planning skills and an ability to adhere to deadlines
- ✓ Ability to determine and set work priorities, organise activities, meet deadlines and monitor projects in a flexible environment with, at times, little supervision
- ✓ A strong motivation to work in vulture conservation
- ✓ Team player with strong coordination and diplomatic skills
- ✓ Fluency in English and in one of the following Balkan languages: Bulgarian, Croatian, Greek, Macedonian, Albanian, Serbian or Bosnian. Fluency in other Balkan languages preferred.
- ✓ Able to travel 3-4 times a year

**Location:** Home-based, preferably in one of the BalkanDetox Life target countries (AL, BH, BG, CR, GR, MK and RS), but with a requirement to travel abroad occasionally

**Salary and benefits:** 500-700€/monthly gross. Travel expenses covered by the VCF

**Expected starting date:** December 2020 – January 2021

**Documents requested:** CV plus cover letter, both in English, to be sent to [recruitment@4vultures.org](mailto:recruitment@4vultures.org) in one single PDF by 30<sup>th</sup> October 2020