



**CARE Nederland is currently looking for a
Project Controller (full time)**

*Do you want to work as a financial professional in the humanitarian sector and want to transfer your knowledge to CARE offices in other countries and are you stress-proof?
Then we are looking for you!*

About CARE Nederland

Who we are:

CARE Nederland (CNL) is part of CARE, an international humanitarian aid and development organization. CARE works around the globe to save lives, defeat poverty and achieve social justice. We support emergency relief and help communities to recover and grow more resilient while we also address, together with communities, the complex causes of poverty and inequality, in fragile contexts. We use the evidence, learning and innovation from our programs to influence broader social change at significant scale. We believe in the inner strength of every human being. We stand with women and girls to achieve equal rights and opportunities. We develop smart solutions in co-creation with partners. We aim to be a partner of choice for others to strive for human dignity and a better world. Our key values are respect, reliability, commitment and quality.

How we are organized

To allow for achieving our strategic objectives and adjusting to the changing context of development cooperation, CARE Nederland has moved from a departmental division of the organization towards a project-oriented organization. Implementation of programs and projects is done through a pool of specialized and qualified staff, with combined expertise in program and project management, advocacy, thematic & country context expertise, knowledge management, communication and finance. The pool of experts is supported by Processes Heads who are in charge of acquisition and partnerships and a structure that guarantees HR Planning & Development, Finance & Control, Corporate Communication, Quality, Planning, Monitoring, Evaluation & Learning and ICT.

The function:

For good financial management of the projects, there are functions of Project Controllers (PC) within CNL. CNL works in Project Teams. Within the Project Teams, the Project Officers are responsible for recruitment, development of policy and for managing the projects. As PC you are involved in the preparation and management of contracts with third parties, according to established procedures and prepare financial reports. You will work from The Hague, but will regularly communicate with project staff in Country Offices.

As a PC, you will be responsible for budgeting, monitoring and reporting of your own project portfolio (+/- 20 million euros). You know the story behind the figures and advise the Project team on all budget issues. You signal and investigate changes proactively and work closely with Finance and project managers to manage the overall finances well. Of course, you will ensure that the financial procedures/donor rules are respected. You also formulate the financial policy frameworks for the CNL programs and projects and ensure the generation of financial management information.

The PC will act on the following areas:

1. Budget development (project proposal) and financial management (projects)

- a. In coordination with assigned Country Offices (CO) and in consultation with the Project/Program Manager from financial perspective be involved in the development of project proposals for donors.
- b. Carries out risk analyses of country offices and evaluates financial management and results for this purpose.
- c. Ultimately responsible for financial management of project budgets up to and including final reports for the assigned portfolio.
- d. Ensures proper preparation, guidance and settlement of external audits, executed in The Netherlands and overseas.
- e. Supervises budget and liquidity of own project portfolio. Carries out final checks on financial closures and prepares for administrative processing.
- f. Indicates consequences of (changed) donor rules for the entire project portfolio and ensures compliance. Provide training and share knowledge within CARE NL and local country offices if necessary.
- g. Coordinates with the Project/Program Managers and higher management of CARE NL and local country offices.

2. Financial quality

- a. Develops knowledge in the field of donor rules (EU / ECHO / BUZA), ensures compliance with these donor rules and acts as a prompter for the organization.
- b. Responsible for capacity building and other support of country offices in such a way that the country offices themselves manage the programs financially and meet (donor) reporting requirements.
- c. Indicates, on the basis of identified need, support and training at country offices in the area of financial affairs and donor rules, agreements and procedures.
- d. Carries out project audits and takes care of follow-up. Provides systematic analysis and tracking of audit results with the aim of achieving quality improvement.

Contacts

In addition to internal contacts, the PC has contact with higher management of institutional donors, Embassies, CARE country offices, fellow NGOs, CARE International, and external auditors. The contacts are for coordination, cooperation and supervision.

Competences

Within CARE Netherlands personal development steering will among others be based on competences. We aim that at least our employees have the following competences:

- Cooperative
- Empathy

- Environmental awareness
- Integrity
- Intercultural awareness
- Organizational loyalty
- Quality orientated

We are looking for a candidate that meets the following qualifications:

- a. BA required, MA preferred in lieu of degree, 5+ years of relevant experience in a business or accounting direction.
- b. Comprehensive knowledge and experience of at least 3 years in the field of financial management and project management.
- c. Good knowledge of and experience with international donors (EC, ECHO, BUZA).
- d. Excellent knowledge of English, both verbally and in writing; and one or more other languages (French or Spanish).
- e. Proactive attitude and willing to further develop knowledge and expertise in this field.
- f. Knowledge of and experience with contract management

We offer:

- An interesting, dynamic position where taking initiative is stimulated.
- A temporary full time (40 hours) contract of 7 months as replacement for maternity leave. A gross monthly salary based on BBRA scale 10; EUR 2.696,57 – EUR 4.334,24 (classification dependent on relevant working experience).
- Preferably the contract starts on April 1st, 2019 till October 31st, 2019.

Location:

The Hague, The Netherlands.

Interested?

We are looking forward to receiving your motivation (1 A4) and resume via the link mentioned below, before **March 17, 2019**. Please apply: <https://cvselectie.net/project-controller-care-nederland>

For more information, please contact Gijs Marsman (marsman@carenederland.org) / Manager Finance & Control

- An EU work permit is required.
- We may contact applicants before the closing date.
- For further information on CARE Nederland, visit our website: www.carenederland.org.

Acquisition with regard to this advertisement is not appreciated.

The only way to come apply for this vacancy is via the link in this text (cvselectie.net)