

JOB DESCRIPTION – PROJECT FINANCE COORDINATOR / ASSOCIATE

Role	Project Finance Coordinator / Associate		
Reports to	Senior Operations Manager, ISD Germany	Direct reports	None
Budgetary responsibility	None	Resource responsibility	None
Safeguarding	Support manager with safeguarding of staff across the office	Key relationships	ISD Germany and ISD UK Finance team; Project Teams; EU donor
Contract	Permanent, Full time	Location	Berlin
Salary	Up to TVöD 11	Level	Coordinator / Associate

***** This role is subject to funding*****

About ISD

The [Institute for Strategic Dialogue \(ISD Global\)](#) is an independent and innovative think & do tank developing operational responses to the growing global challenges of extremism and polarisation. Its headquarters are in London. Globally, ISD works on around 40 projects in Europe, North America, Australia, Asia and Africa. In addition to the United Kingdom, ISD is also registered as a non-profit in the USA, France, Jordan and Germany. In total, more than 100 permanent staff work for the organisation. The German team currently consists of about 20 people. The office of the [Institute for Strategic Dialogue gGmbH \(ISD Germany\)](#) is located in Berlin. The work of ISD is based on three pillars: Analysis, Advisory & Action. By combining outstanding digital analysis, advising governments and administrations on solutions, and carrying out application-oriented projects, ISD is a leader in developing realistic, evidence-based responses to hybrid and analogue threats to democracy.

About SCN

Launched at the UN General Assembly in 2015, the [Strong Cities Network \(SCN\)](#) is an independent global network of 150+ cities and other local governments dedicated to addressing all forms of violent extremism, hate and polarisation, while promoting a human rights-based prevention framework in which local knowledge and practice informs national, regional and international approaches. The SCN is managed by the Institute for Strategic Dialogue (ISD).

Role Purpose

The STRIVE Cities programme supports the launch of two Strong Cities Network (SCN) Regional Hubs; East and Southern Africa, and the MENA region, as well as the delivery of tailored SCN modules and activities in and beyond those regions.

The STRIVE project will allow the SCN to work on a more consistent basis with more cities on its prevention agenda. The SCN Regional Hubs will work with local governments across the two regions to identify their relevant needs and priorities and provide them with the support, resources and access needed to become leaders in prevention, ensuring their voices and perspectives inform relevant national, regional and global policy and programming conversations.

2021 saw the conception of ISD Germany and whilst all operational processes are currently managed by the UK Operations team in London, the office is currently growing at such a rapid pace that now is the time for some operational activity to be managed by Germany.

The Project Finance Manager is a critical role in supporting the delivery of the STRIVE project and the operational success of ISD Germany and its projects. In close collaboration with the Senior Operations Manager, the post holder will support the team in all financial processes and will focus on project-related financial accounting and associated management accounting. This also includes supporting team members throughout all stages of project design, development, delivery and reporting to ensure the highest quality and standards of output and operational efficiency.

Responsibilities

1. Financial accounting

- Working collaboratively with the Berlin and London team as well as the tax advisors to lead the entire financial accounting process including accounts receivable and accounts payable, bank transfers and cash management.
- Leading on financial administration such as budget tracking, reporting and invoice monitoring
- Preparing and monitoring project budget-to-actuals on a monthly basis, anticipating any issues and raising them with the Senior Operations Manager as needed
- Supporting project teams with financial elements of project delivery
- Supporting budget preparation and proactively working on continuous improvement and scaling of finance processes.

2. Payroll accounting

- Consolidating payroll accounting in coordination with HR and external payroll office
- Managing the financial accounting process from end to end.

3. Tax and annual accounts

- Supporting the preparation of quarterly and annual financial statements as part of the preparatory accounting process.

4. Project management accounting

- Maintaining the framework of cost centre accounting and supporting project managers to ensure correct financial presentation, accounting and verification of projects.
- Monitoring business transactions for contractual project requirements, such as eligibility for funding.

5. Project management

- Providing oversight and guidance to teams on operational aspects of project delivery, including project management, financial and resource planning, and donor compliance
- Managing risk, ethics and data sharing protocols for the project
- Working closely with content experts, researchers and project staff to deliver the project to a high standard, to deadline and budget

PERSON SPECIFICATION TEMPLATE

Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD’s vision, mission and [Guiding Principles](#)
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD’s policies and procedures
- Adhere to risk management and security instructions at all times

We endeavour to recruit a range of candidates into ISD, to strengthen our team and contribute to our inclusive organizational culture. We welcome all applications - regardless of gender, nationality, ethnic and social origin, religion/belief, disability, age and sexual orientation and identity. We have tried to make this recruitment process as accessible as possible, but please let us know if you have any access requirements that you would like us to be aware of during this process.

Competencies

These reflect ISD’s [Guiding Principles](#) which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD’s Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> • Personal integrity • Focus on quality
Collaboration	<ul style="list-style-type: none"> • Respect for others • Commitment to the team
Agility	<ul style="list-style-type: none"> • Efficiency and effectiveness • Growth mindset
Courage	<ul style="list-style-type: none"> • Strategic thinking • Passion for driving change

Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

	Essential	Desirable
Knowledge, training and qualifications	<ul style="list-style-type: none"> • Academic titles, certifications, vocational training, or equivalent experience on: <ul style="list-style-type: none"> o Detailed knowledge of accounting according to HGB o Basic knowledge of project management o Commercial basics • Good basic mathematical understanding 	<ul style="list-style-type: none"> • Knowledge of accounting according to IFRS • Administration and accounting of institutional grants • Knowledge of German and/or European funding law

	<ul style="list-style-type: none"> • Strong understanding of project management principles 	
Experience	<ul style="list-style-type: none"> • Experience in accounting/bookkeeping of a German corporation • Experience in assisting with the preparation of annual financial statements • Experience in the preparation of financial reports • Substantial relevant experience of project management, client management, account management and/or grants management • Good understanding and application of risk management principles in relation to project management 	<ul style="list-style-type: none"> • Experience in the fiscal particularities of a non-profit organisation in Germany (e.g. gGmbH / Verein) • Working in an intercultural environment
Skills	<ul style="list-style-type: none"> • Excellent written and spoken English • Excellent written and spoken German • Can work independently • Can do attitude and team spirit • Precision and conscientiousness • Time management skills and the ability to prioritise workload • Budget development, monitoring and oversight skills • Ability to problem solve and multi-task • Very good knowledge of MS Office, including MS Excel • Very good understanding of EDP • Very good knowledge of common accounting systems, such as DATEV, Sage, lexoffice, SAP FI/CO, etc. 	<ul style="list-style-type: none"> • Previous experience in an English-speaking environment • Additional foreign language desirable • Experience with QuickBooks • Experience with DATEV • Experience in payroll accounting, e.g. with LODAS
Additional requirements	<ul style="list-style-type: none"> • Independent work • Precision and conscientiousness 	<ul style="list-style-type: none"> • Interest in personal training • Fun in designing processes

What we offer

	Our offer
Remuneration	<ul style="list-style-type: none"> We offer remuneration in line with the German tariff TVöD Bund, depending on personal qualifications and suitability up to E11
Contract type and duration	<ul style="list-style-type: none"> We offer a 3-year fixed-term contract for the time being We aim for long-term employment beyond that
Working time model	<ul style="list-style-type: none"> We have a flexitime model, with flexible scheduling from Monday to Friday With us, all travel time is also recognised as working time. We aim for one-hour lunch break per day and have a shortened closing time on Friday (16:00)
Holidays and overtime	<ul style="list-style-type: none"> In addition to the statutory holiday, we continue to offer 7 days of holiday, which we take together as a Christmas break over the turn of the year. Should you ever have to work overtime, we will compensate you with free time at short notice (We want you to recover). We have a meeting-free period in August, which makes summer holiday planning much easier.
Job choice	<ul style="list-style-type: none"> We work in a hybrid working model of mobile working and the possibility to use our office.
Our Office	<ul style="list-style-type: none"> We offer a place in our bright, modern loft office in Berlin's City-West with: <ul style="list-style-type: none"> Height-adjustable desks ergonomic office chairs a dedicated laptop with a neck-friendly laptop stand, extra monitor, individual workplace lighting with healthy, adjustable light settings Coffee, tea, water unlimited Perfect connections to public transport and various shopping facilities and restaurants
Our team culture	<ul style="list-style-type: none"> We are a dedicated team in an ambitious and constantly growing international organisation We provide space for innovative ideas and lifelong learning We regularly train ourselves on the topics of our time, e.g. stress management, diversity, dealing with the media, etc. We proactively support training and development We support our team with supervision services when needed

The application process

The application process is carried out in cooperation with our team in London.

If interested, please submit your application with a one-page cover letter and a current CV (no more than two pages) to vacancies@isdglobal.org.

Do you have any questions? Please contact us via verwaltung@isdglobal.org.

The closing date for applications is Wednesday, 31.08.2022, 16:00.