



Grant Controller in PlanBørnefonden

Are you experienced in controlling of grants and would a job in an international organisation working for children's rights and equality for girls in more than 70 countries have your interest?

PlanBørnefonden, Denmark's largest privately funded child rights organisation, is currently looking for a highly qualified Grant Controller to the Program Department.

PlanBørnefonden is part of Plan International, which operates in more than 70 countries. Founded in 1937, Plan International is a development and humanitarian organisation that advances children's rights and equality for girls. We are fighting to secure the rights and opportunities of children and young people in the world's most vulnerable and fragile places, with a focus on girls most severely affected by inequality. In 2019 we reached 21.6 million girls and 18.9 million boys in our work. You can read more at www.planbørnefonden.dk or www.plan-international.org.

About the position:

The position is in the Grant Controlling Team in Denmark, where we are 6 Grant Controllers and 2 Student Assistants who report to Senior Manager for the Grant Controlling and Operational Excellence. You will be responsible for your own portfolio of grants and projects, and for the financial support and monitoring. You will work in close corporation with Program Managers and the Country Offices in Africa and rest of the world. We are currently working with large private foundations and institutional funding as EU, ECHO and DANIDA. PlanBørnefonden have a strong focus on digitalization. If you are interested in development tasks within IT there will be an opportunity to take part in the digitalization process in the Grant Controller Team.

The vacant position is full time and for 24 months (with the possibility of extension subject to funding).

Responsibilities:

The Grant Controller will be responsible for the following duties:

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- Assist with the review and analysis of budget proposals for application for funding
 - Provide financial guidance on all sub-contracts/agreements with country offices and partners, and ensure they align with donor regulations
 - Ensure financial monitoring and budget follow-up, as review and evaluation of financial reports from Country Offices
 - Monitor budget implementation and recommend reallocation of funds when necessary
 - Identify irregularities in financial reports and audits and resolve them, timely and effectively, in corporation with Country Offices
 - Provide advice and guidance on donor requirements
 - Provide support to project managers to ensure implementation of projects according to work and budget plans
 - Support M&E on projects when required
 - Prepare and assist in preparation of various reporting to donors
 - Provide guidance on all procurement processes in line with Plan International, PlanBørnefonden and donor rules
 - Ensure that donor guidelines are understood and respected
 - Liase with Plan International Procedures (e.g. reports, grant management and administrative issues)
 - Process partner payments, and all other payments related to the projects in cooperation with the Finance Department
 - Assist Country Offices and Program Managers in the capacity development of our partners
 - Perform other related duties, as assigned.
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About you:

To be successful in this role we expect you to previously have excelled in a similar role with responsibility for the financial and grant management of all stages of a project, and preferably with EU, ECHO and DANIDA funding. We also expect following:

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- Minimum 3 years of experience within financial management or grant controlling from a humanitarian/development organisation and/or from donor administration in a similar position
 - Relevant educational background (university degree or equivalent) and proven finance qualifications
 - Experience with EU, ECHO and/or DANIDA grant management including donor relations and preferably good general knowledge about donor guidelines and procedures
 - Experience working in an ERP system
 - Experience with digitalization and optimizing of work processes is an asset
 - Experience with administrative procedures

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- Proactive and flexible approach to tasks and a service-minded approach
 - Good collaboration and communication skills and ability to build good working relations with people from different cultural backgrounds. You involve relevant stakeholders and encourage feedback
 - Fluency in written and spoken English is mandatory
 - Working knowledge of French would be an asset
 - Ability to travel abroad to perform financial monitoring and training
 - Ability to thrive in a fast-paced working environment
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Closing date for applications:

We have ongoing job interviews and close this application when we have signed a contract with the right candidate. For that reason, we urge you to send your motivated cover letter and CV as soon as possible.

Please kindly note that you must have a work permit (in case needed) for Denmark to be considered for this position.

Further Information:

For further information about this position please contact Senior Manager Lisbeth Torp on phone (+45) 3137 8819 or by e-mail Lisbeth.torp@planbornefonden.dk.

For further information regarding PlanBørnefonden and Plan International please consult our websites www.planbornefonden.dk and www.plan-international.org.

Application:

Please submit your cover letter and CV to job@planbornefonden.dk.