



GRANTS CONTROLLER TO JOIN PLANBØRNEFONDEN

Are you experienced in controlling of grants? Would a job in an international organisation working for children's rights and equality for girls have your interest? Then come join us in this role as Grants Controller in our Programme Department in Copenhagen.

Who are we?

PlanBørnefonden is one of Denmark's largest privately funded child rights organisations. We are a part of Plan International which operates in over 70 countries. We work to ensure the rights of children and young people in the most vulnerable and fragile areas of the world with a special focus on girls and young women, who are particularly affected by inequality and poverty.

The Grants Controller Team is part of the Programme Department at PlanBørnefonden. We develop and manage our various grants-funded Programmes in collaboration with local colleagues and partners in ~15 different countries, primarily in Africa. Our work is centred around the following three priority areas:

- Healthy, Safe and Playful Early Childhoods
- Young People Driving Change
- Building Resilience and Responding to Emergencies

You will be part of a modern development organisation with high professionalism and passionate colleagues with a clear vision of making a difference for vulnerable children and young people. Our work environment is accommodating with a great social commitment. You can read more about us at planbornefonden.dk.

About the job

As the new Grants Controller, you are responsible for the financial management of your own portfolio of grants and projects. You provide support to Programme Managers to ensure implementation of projects according to work and budget plans and assist Country Offices and Programme Managers in the capacity development of our partners. Additionally, you assist in the review and analysis of budget proposals for application for funding. Your tasks will also include that you provide financial guidance on all sub-contracts/agreements with country offices and partners, and ensure they align with donor regulations.

The new Grants Controller will ensure the financial monitoring and budget follow-up, as review and evaluation of financial reports from Country Offices. Additionally, you will monitor budget implementation and recommend reallocation of funds when necessary. Other important areas in this role:

- 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.
- Ensure that donor guidelines are understood and respected.
- 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.
- Process partner payments, and all other payments related to the projects in cooperation with the Finance Department.
- Liaise with Plan International Procedures.
- Perform other related duties, as assigned.

The candidate

You hold a degree in a relevant field of study and have at least 3 years' experience within financial management or grant controlling from a humanitarian/development organisation and/or from donor administration in a similar position. You have experience with EU, ECHO and/or DANIDA grant management including donor relations and preferably good general knowledge about donor guidelines and procedures. In addition, you are experienced in working with an ERP system. You manage to reduce complexity and can achieve broad support for solutions and processes, and you thrive working with a broad spectrum of partners from different sectors, cultures, and locations. Finally, you are passionate about qualitative and quantitative data management.

Other important factors for an ideal candidate:

- Experience with digitalization and optimizing of work processes.
- Proactive, flexible, and service-minded approach.
- Great collaboration and communication skills and ability to build working relations with people from different cultures.
- English fluency is a prerequisite (written and oral) as it is our key work language. We have a large commitment in francophone countries in West Africa, so French language proficiency is a huge advantage.
- Ability to travel abroad to perform financial monitoring, training, and capacity building.

Conditions of employment

Conditions of employment are based on the Danish labour law and salary according to experience. International travel of 4-6 weeks a year must be expected (depending on national and international travel restrictions). The work location is at PlanBørnefonden's office in Copenhagen. Applicants must be nationals of a European Union member state or otherwise hold the permit to work in Denmark. Work visas cannot be sponsored. Relocation package is also not offered.

Application process

At PlanBørnefonden, we work for children's rights, gender equality and anti-racism. We encourage all qualified candidates, regardless of ethnic background, gender, sexual orientation, disability, religion, and age, to apply for the position. As an employee with us, you will commit yourself to our child protection policy, and in connection with your employment, we will obtain documentation for a clean child certificate.

Send us your short-motivated application/CV in **one** combined PDF file to job@planbornefonden.dk. Only applications sent to this email will be considered. Write "**Grants Controller**" in the subject field.

If you have questions about the position, you are very welcome to contact Lisbeth Torp, Head of Programme Delivery, Operational Excellence and Resources on (+45) 3137 8819 or by e-mail lisbeth.torp@planbornefonden.dk.

The application deadline is Monday, **April 21, 2021**.
