



STUDENT ASSISTANT TO JOIN OUR GRANT TEAM AT PLANBØRNEFONDEN

Are you passionate about data and Excel 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? Then come join us.

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 Grant 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 Student Assistant in the Grant Controller Team your main tasks are:

- Approx. 50 pct. dedicated to our grants from LEGO Foundation and 50 pct. to the remaining grant portfolio
- Updating of various Excel files related to our grant portfolio
- Assist in various tasks related to the monthly closing procedures and various analysis related to time registration by the Programme Department
- Reconciliation related to our grant portfolio (incl. checking bank accounts for the grants)

- Assist the grant controllers in budgeting for new grants, in preparing reports to donors, and in remote financial monitoring
- Responsible for smaller projects and perform other related duties, as assigned.

Who are you?

You are currently pursuing a relevant bachelor's or master's degree, and you have at least two year left of your studies. You are passionate about qualitative and quantitative data handling, and it is important that you have strong collaboration and communication skills. You are an experienced user of Word, PowerPoint, and especially Excel. We imagine that you have a proactive and flexible mindset to tasks and a service-minded approach. You are ambitious, have the desire to make a true difference and like to be challenged. You are a socially competent, stable, and adaptable colleague who works well with people from different cultural backgrounds. Finally, you are fluent in English (written and oral) as it is our key working language.

Additional information

- The position is up to 15 hours a week (this can be adjusted to fit your studies)
- Student Assistants are paid at an hourly rate
- Employment as soon as possible
- Workplace at our office in Copenhagen

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@planbørnefonden.dk. Only applications sent to this email will be considered. Write "**Grant Team Student Assistant**" in the subject field.

If you have questions about the position, you are very welcome to contact Vinni Petersen, Grant Controller, LEGO Foundation on (+45) 3138 4267 or by e-mail vinni.petersen@planbørnefonden.dk.

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