



# STUDENT ASSISTANT TO JOIN THE GRANTS TEAM AT PLANBØRNEFONDEN

Are you passionate about **data, Power BI 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 part of Plan International, which works 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 hardest hit by inequality and poverty. PlanBørnefonden is one of Denmark's largest privately funded child rights organizations.

Our Grants Controller team is part of the Programme Department at PlanBørnefonden. We develop and manage our various grants-funded programs in collaboration with local colleagues and partners in approx. 15 different countries primarily in Africa. Our work is centered around the following three priority areas, 1) *Healthy, Safe and Playful Early Childhoods*, 2) *Youth as Active Driver of Change*, and 3) *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](http://planbornefonden.dk)

## About the job

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

- App. 80 pct. dedicated to our grants from our Strategic Partnership with DANIDA and 20 pct. to the remaining grant portfolio
- Updating of various Excel-files and Power BI dashboards related to our grant portfolio
- Assist in various tasks related to the monthly closing procedures
- Assist in building budget monitoring reports and Power BI dashboards
- Assist in various analysis
- Perform other related duties, as assigned.

## Who are you?

- You are studying at a relevant education at university, CBS, or equivalent
- Preferable in the beginning of your studies
- Strong experience with MS Office is mandatory – especially Excel and perhaps Power BI
- Proactive and flexible approach to tasks and a service-minded approach
- You are passionate about quantitative data handling
- Good collaboration and communication skills and ability to build good working relations with people from different cultural backgrounds.
- English fluency is a prerequisite (written and oral) as it is our key working language.
- You are a great colleague who likes a good laugh while getting things done

## 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

Send us your short-motivated application and CV in one combined PDF file to [job@planbørnefonden.dk](mailto:job@planbørnefonden.dk). Only applications sent to this email will be considered. Write "Grant Team Student Assistant, DANIDA" in the subject field.

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.

If you have questions about the position, you are very welcome to contact Simon Agerlin Lund, Senior Manager, Grants Controlling & Program Finance & BI on (+45) 3176 9013 or by e-mail [simon.lund@planbørnefonden.dk](mailto:simon.lund@planbørnefonden.dk)

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*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.*