

## Vulture Conservation Foundation – Job Specification/Description:

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### Financial Assistant

#### Job title

Financial Assistant

#### Overall purpose of the job

To support the [Vulture Conservation Foundation \(VCF\)](#) on the financial management and administration of projects, especially LIFE projects in the Balkans and Sardinia

#### Position

Part-time (50%) 12-month fixed-term contract, with potential to renew for at least 3 years

#### Reporting to

VCF Financial manager (on finance and administration) and Programmes Manager (on general project administrative support and logistics)

#### Background

The VCF is the leading organisation on vulture conservation in Europe, and is now managing several large-scale projects, including EU-funded LIFE projects, in many different countries in Europe. The VCF is a Dutch foundation with a legal seat in Holland, and offices in Switzerland and Spain. The VCF project portfolio, activities and ambition has been steadily growing, and so has been its team. We are now looking for an experienced financial assistant to help us to successfully implement our many vulture conservation projects and initiatives across the Balkans.

#### Main duties & responsibilities

1. Implement financial and administrative tasks foreseen within the actions of the [BalkanDetox LIFE](#) project
2. Implement financial and administrative tasks foreseen within the actions of the LIFE Safe for Vultures project
3. Provide overall support to the BalkanDetox LIFE project partners for successful completion of financial and administrative tasks foreseen within the project
4. Maintain periodic communication with the Financial officers of project beneficiaries from the BalkanDetox LIFE
5. Collect and review of periodical (3 months) financial reports from project partners of the BalkanDetox LIFE

6. Manage project documentation and elaborate financial reports on a quarterly basis for BalkanDetoxLife and LIFE Safe for Vultures
7. Support VCF's Programme Manager with handling logistics, booking services, organising, and processing invoices related to meetings and external assistance contracts foreseen within the BalkanDetox LIFE project
8. Support VCF's Programme Manager in organising and handling logistics around the Wildlife Crime Academy (Spain)
9. Provide overall support to the VCF's Financial Manager with the accounting needs of the VCF and preparation of periodical financial reports

### **Education - Skills - Experience required**

- ✓ University degree level general education
- ✓ At least 3 years experience on financial management of LIFE projects
- ✓ At least 3 years professional experience on financial management or other EU funded programmes
- ✓ A strong motivation to work in vulture conservation
- ✓ Good organizational and planning skills and ability to adhere to deadlines
- ✓ Ability to determine and set work priorities, organise activities, meet deadlines and monitor projects in a flexible environment with, at times, little supervision
- ✓ Team player with strong coordination and diplomatic skills
- ✓ Fluency in English and preferably knowledge of one of the Balkan languages (Bulgarian, Croatian, Greek, Macedonian, Albanian, Serbian or Bosnian).
- ✓ Able to travel 3-4 times a year

### **Location**

Home-based, preferably in one of the BalkanDetox LIFE target countries (AL, BH, BG, CR, GR, MK and RS), but with a requirement to travel abroad occasionally

### **Salary and benefits**

600-750€/monthly gross. Travel expenses covered by the VCF

### **Documents requested**

CV plus cover letter, both in English, to be sent to [recruitment@4vultures.org](mailto:recruitment@4vultures.org) in one single PDF (please give your name to the pdf file) by 31<sup>st</sup> August 2021.