



WE'RE LOOKING FOR A GRANTS AND FINANCE OFFICER

Read about a typical day on the job





1

You will receive a number of grant application to assess and will need to plan out that assessment to be done during the week: checking grantees' past track records and reports, looking at the feasibility of their budget and correctness of their calculations, compiling feedback, questions or requests for changes you might have.





2

You'll spend some time planning a webinar on financial management – grant applications and interactions with grantees will allow you to see what knowledge and skills gaps the grantees might have, and you'll shape the content and format to that.





3

You will have emails from colleagues who need your advise and support on procurement and contracting. You'll help them correctly create the needed documents, and then make sure all relevant data is retained in tracking systems. After that, you will be in charge of following up on the contracts from a financial standpoint.





4

Some reports from grantees may be due for review. You'll need to check costs and supporting financial documents, calculations, compare costs against budgets and eligibility criteria, and provide feedback to the grantee. You'll have multiple exchanges with grantees to try to better understand the finances of their project and make sure all their costs are eligible.





5

In between, you'll spend time in meetings with colleagues, planning timelines and other activities you'll be supporting from the financial management side. These may include our Annual Conference, trainings we organise for grantees, internal development processes and many other topics.





6

The day ends with some work on a financial report that ILGA-Europe is submitting, along with your manager and programmatic staff. You will have to make sure that all relevant costs are captured and the outputs and deliverables match the finances. You'll need to familiarize yourself with different reporting schedules and models, and understand the specificity of different sets of rules and regulations.





A lot of work happens from behind your desk, whether it is communicating with external parties, grantees, colleagues or funders, or working with spreadsheets in Excel. You will work on multiple activities at the same time, prioritising and managing your own work, and making sure you're responsive and efficient. You will work closely with colleagues from other teams, ensuring financial compliance of their various programmes. You'll be regularly asked to contribute to other pieces of ILGA-Europe work, such as mapping needs and discussing priorities, feeding into our work on different themes, or reviewing our internal operations to make sure we consistently apply an intersectional lens.





DEADLINE IS 8 MAY

APPLY AT [ILGA-EUROPE.ORG](https://ilga-europe.org)