

# ADMINISTRATION AND FINANCE COORDINATOR



Job Title: Administration and  
Finance Coordinator

Starting Date: 01.03.2024

Location: Samos or remote

Minimum 7 months (until  
Period: 31.09.2024), possibility to  
prolong

Position

Type: Part-Time (30h/week)

Salary\*: 14,59€ gross/ hour  
(employed through  
German association)  
13,59€ gross / hour  
(employed through Greek  
association)

## Project Description

I Have Rights provides legal information and support to asylum seekers on the island of Samos, Greece. As a political organisation, I Have Rights speaks out about the human rights violations on Samos. We actively advocate for a change in policy and practice, both on Samos and in Europe.

The team consists of paid and volunteer staff as well as a mixture of in person, remote and hybrid members including: a Legal and Team Coordinator, an Administration and Finance Coordinator, an Advocacy and Strategy Coordinator, a Greek Lawyer, three to four volunteer Legal Caseworkers, a large team of Interpreters, and one to two volunteer Advocacy and Communications Officers.

The organisational hierarchies are flat; the structures are still evolving, and we would like to welcome you to play an active role in shaping the project.

Detailed information on the project can be found at: [www.ihaverights.eu](http://www.ihaverights.eu).

## **Role & Responsibilities**

Your primary responsibility will involve overseeing the bookkeeping for our two legal entities in Germany and Greece, along with managing financial planning and reporting. Additionally, you will play a role in supporting the Legal and Team Coordinator by handling responsibilities such as contract management and digital office operations. Furthermore, you will collaborate with the Advocacy and Strategy Coordinator on funding tasks, which includes drafting funding applications in German and preparing reports for donors. Your involvement will extend to participating in various meetings with team members.

## **\*Salary**

I Have Rights has two legal entities through which employees can be employed, a German and a Greek association. Greek employees are entitled to annual bonus payments under Greek labour law. To compensate for these bonus payments, the gross hourly salary of employees of the German association is slightly higher.

## **Role & Responsibilities**

- Bookkeeping;
- Financial planning and reporting;
- Focal point for NGO's accountants;
- Contract management;
- German speaking funding applications and donor reporting;
- Office management.
- Other administrative tasks.

## **Qualification & Education Requirements**

- Experience in accounting and/or project management;
- Proficiency in English and German;
- Ability to work independently;
- Highly capable of navigating oneself in a team;
- Very structured way of working;
- Team worker with a hands-on mentality;
- Extensive experience with spreadsheet programmes such as MS Excel or Google Sheets;
- Proficiency in Google Workspace.

## Preferred Skills

- Proficiency in Greek;
- Experience with digital tools such as Salesforce and Bitwarden;
- Experience in writing funding applications;
- Experience in German Vereinswesen and/or Greek AMKE related questions;
- Experience in the non-profit sector.

## Benefits

- We have the option to offer employment contracts for individuals who are German or Greek tax residents;
- Working experience in a progressive environment and a quickly evolving field of human rights law, relevant to a growing employment sector in Greece and Europe;
- Your working schedule is flexible, which means that you can decide on your working days freely.
- We might ask you to travel to Berlin or Samos occasionally. Travel expenses and accommodation will be paid.

Closing Date for Applications:

11th February 2023 (end of day)

To apply, kindly send **your CV** and **a statement explaining your motivation** for working with us to [info@ihaverights.eu](mailto:info@ihaverights.eu). Please also give us the contact details of at least one person that we may contact for **references** (Name, position, email address or phone number).

Please refrain from including a photograph or any other documents that we are unable to consider at this time. We are only able to consider applications that are sent in English and in PDF format.

Interviews will be conducted on a rolling basis.