

ADMINISTRATION AND FINANCE COORDINATOR



Job Title: Administration and
Finance Coordinator

Period: 6 months (until
30.06.2025), possibility to
prolong

Location: Samos or remote

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

Position Type: Full-Time (40h/week)

Starting Date: 01.01.2025

Project Description

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

Our 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.

We strive to maintain a flat hierarchical structure; the structures are still evolving, and we would like to welcome you to play an active role in shaping the project.

Who we seek

The responsibilities of this position encompass three main areas: finance, funding, and administration. Support from other team members, many of whom are volunteers, is available in all three areas. Your role includes delegating tasks effectively while maintaining a strategic overview and being mindful of the capacity of volunteers.

Finance: The primary focus is on overseeing bookkeeping for our two legal entities in Germany and Greece, as well as managing financial planning and reporting.

Funding: You will be responsible for managing, maintaining, and potentially expanding our funding and income streams from a variety of donor organizations. This includes researching funding opportunities, drafting funding applications in both German and English, maintaining donor relationships, and preparing donor reports.

Administration: This involves managing contracts, overseeing digital office operations as well as dealing with AMKE and Verein related questions.

What the job entails

- Oversee bookkeeping for two legal entities in Germany and Greece, includes being the focal point for our accountants
- Manage financial planning and reporting processes
- Manage and maintain funding and income streams from donor organisations
- Research funding opportunities and draft funding applications in German and English
- Maintain relationships with donors and prepare funding reports
- Handle contract management, digital office operations and AMKE and Verein related questions

Qualification & Education Requirements

- Experience in accounting and/or project management
- Proficiency in English and German
- Experience with budget management (and monitoring cost-effectiveness)
- Extensive experience with spreadsheet programmes such as MS Excel or Google Sheets
- Strong drafting and analytical skills, ability to navigate oneself through contracts
- Experience with administrative tasks (e.g. office-related documentation management)
- Good time-management skills with the ability to prioritise tasks
- A team-player with a supportive, collaborative approach as well as the ability to work independently in a very structured way

Preferred Skills

- Proficiency in Greek
- Experience in writing funding applications
- Experience in German Vereinswesen and/or Greek AMKE related questions
- Experience with Google Workspace, Salesforce and Bitwarden
- Experience in the non-profit sector, especially with regard to coordinating volunteers

Further information

- We know that long lists of criteria can be daunting and that some candidates will not apply for a role unless they feel they are 100% qualified. If you feel you meet at least most of the requirements of the position, we still encourage you to apply.
- *We have the option to offer employment contracts for individuals who are German or Greek tax residents. 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.
- We might ask you to travel to Berlin or Samos occasionally in case you are not based there anyway. Travel expenses and accommodation will be paid.

Closing Date for Applications: 8 December 2024

To apply, kindly send **your CV** and **a statement explaining your motivation** for working with us to 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).

Kindly avoid including photographs or any additional documents that cannot be considered at this stage. We will only review applications submitted in English and in PDF format.

Interviews are scheduled to take place during the week of 9 December 2024.