

FINANCE SUPPORT



Job Title: Finance support

Period: 6 months, possibility to prolong

Position Type: Mini job (8.2 h/week)

Salary: 520,00 € / month*

Location: remote
within Germany

Starting Date: 01.06.2026

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 Project Coordinator, a Supervising Lawyer, three to four volunteer Legal Caseworkers, a large team of Interpreters, and one to two volunteer Advocacy and Communications Officers.

I Have Rights is committed to safeguarding the well-being of everyone we work with. Team members are expected to uphold our policies, including our Code of Conduct, and adhere to the 'do no harm' principle in all their actions. You can find the Founding Statement, Safeguarding Policy, Complaints & Incident Policy and the Code of Conduct at <https://ihaverights.eu/about-us/>. It is very important to us that you commit to these values.

Detailed information on the project can be found at: www.ihaverights.eu.

*Employment at I Have Rights in this mini-job is based on a contract with the German organization I Have Rights e.V.

Please note that only candidates who explicitly confirm in their application email (not in the attachments) that they are **based and eligible to work in Germany** will be considered.

What the job entails:

- **Financial and Donor Management**
 - e.g. bank transfers, organise financial data, review financial tables, support the preparation of financial reports, issue donation receipts
- **Invoice & Documentation Management**
 - e.g. organise invoices, check incoming e-mails
- **Additional optional Tasks**
 - manage cloud access
 - conduct technical onboarding for incoming team members
 - support with fundraising
 - support with funding reporting and applications
 - Other tasks might come up as needed

Qualification & Education Requirements

- Experience in finance management/accounting.
- Proficiency in English and German, Greek would be an asset.
- Experience with spreadsheet programmes such as MS Excel or Google Sheets
- 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.

Closing Date for Applications: 06.05.2026

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 mid May.