



Habitat for Humanity is a global, nonprofit, Christian housing organization working in approximately 70 countries around the world. Our vision is of a world where everyone has a decent place to live, and since our founding in 1976, we have built or repaired over 1 million homes, providing more than 5 million people with safe, decent, affordable shelter! Habitat works toward this vision by building strength, stability and self-reliance in partnership with people and families in need of a decent and affordable home. Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families build better lives for themselves. Through shelter, we empower.

**JOB TITLE:** Consortium Finance Manager – DEAR Grant

**JOB LOCATION:** Bratislava, Slovakia

**TRAVEL REQUIRED:** 25%

**PROJECT DURATION:** 3 years

Habitat for Humanity International is seeking a Consortium Finance Manager (CFM) to oversee the overall financial oversight of a three-year project funded by the European Union (EU). The Development-Education, and Awareness-Raising (DEAR) Consortium Finance Manager works closely with the Project Finance Managers, field accountants and M&E Manager of partner organizations to ensure that relevant financial reports are to the various stakeholders. The CFM will verify and consolidate all financial reports from the implementing partners for the various stakeholders – including the EU. The CFM will work directly with the Consortium Project Manager (CPM) to ensure that all the financial requirements and regulations meet the standards of the EU and of the applicant.

The "Solid Ground" project seeks to engage Europeans in 12 countries to expand North-South solidarity in addressing development issues, such as land rights, through promoting development education in schools, involvement in advocacy campaigns and events, etc.

### KEY RESPONSIBILITIES INCLUDE:

- Oversee the overall project expenditures and forecasting of expenditures based on financial reports.
- Ensure that the proper financial management systems, procedures, and compliances policies are in place and duly implemented.
- Provide directions on the EU financial regulations and requirements, as stipulated in the donor agreement, to the relevant staff of the co-applicants, sub-grantees and external consultants.
- In conjunction with the CPM provide support to internal and external annual audits and the mid-term evaluation.
- Advise the CPM and the co-applicants on the terms of the contract and annexures including the EC Practical Guideline to Funding and the Financial Procedures.
- Reviewing, editing, and consolidating all financial reports submitted by the co-applicants to ensure compliance with EU requirements and to ensure the timely submission of these reports to the EU.
- In coordination with CPM works closely with the EMEA Area Office Finance department to address all financial questions and issues. Reporting issues are addressed quickly, in time and with sufficient depth.

- Maintain the records of the assets purchased under this project, verify and update them annually
- In closed coordination with finance staff in the field and ensure that all financial procedures are adhered in local purchases as well as financial transactions.

## REQUIREMENTS:

- Degree in a relevant field such as Business Administration, Finance, Accounting etc.
- At least five (5) years of work experience in finance management of EU funded multi sector development programs and coordinating skills.
- Proven experience in finance, project, and staff management
- Proven record in coordinating and negotiating with multiple stakeholders.
- Previous experience in implementing EU-funded projects
- Fluent in English, both written and oral
- knowledge in financial and project management
- an understanding of relevant financial legislation, policies and procedures related to the project in the context of EU
- management skills
- contract management skills
- analytical and problem solving skills
- decision making and negotiation skills
- computer skills
- effective communication skills

## PREFERRED:

- Previous experience in risk identification, mitigation and managing in projects funded by the European Commission
- Strong preference for knowledge of any other EU member state languages

## HOW TO APPLY:

Interested candidates can apply for the position by sending their CV along with a letter of motivation to [emeahr@habitat.org](mailto:emeahr@habitat.org)

The position offers a competitive compensation and benefits package in the nonprofit organization market.

*HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*