



Financial and Accounting Officer (0,65 fte), based in Guarda (Portugal)

Rewilding Portugal (RP) aims to make The Greater Côa Valley in Western Iberia a wilder place, for the benefit of nature and people. Rewilding Portugal is currently looking for a Financial and Accounting Officer based at its home office located in Guarda, Portugal.

As per the 1st of January 2019, Rewilding Portugal will run two different projects as part of its portfolio in Portugal:

- LIFE WolFlux (LIFE17 NAT/PT/000554) “Decreasing socio-ecological barriers to connectivity for wolves south of the Douro river”.
- CCI - Endangered Landscapes Program - Scaling up Rewilding in Western Iberia

The **Financial and Accounting Officer** is primarily responsible for managing the financial administration and preparing the necessary reporting for these projects. S/he ensures that the project administration is effective and efficient and accurate at all times. e. S/he supports all strategic planning, under the guidance of the Team Leader that relate to finance, budgeting, organizing, operation and staffing. This includes budget management, cost benefit analysis and forecasting needs towards donors and financial partners. Furthermore, s/he ensures that Rewilding Portugal can at all times meet its financial contractual obligations and that the projects are run in line with internal RP organisational policies and practices.

Responsibilities

Projects Administration and Reporting

- Assure that from an administrative and financial perspective, the Projects are carried out respecting fully the “General Conditions” as set out alby the European Commission (LIFE project) and Cambridge Conservation Initiative (Endangered Landscapes Programme).
- Assist the RP Team Leader to establish, and then lead the operation of the management and administration systems necessary for running the Project, with particular emphasis on the accounting and reporting systems, and the preparation and monitoring of budget expenditure. Prepares annual operational budgets in line with the agreed project budgets and work plans and reports accurately on progress made and challenges encountered. Make sure that potential changes in the expenses in the projects do never exceed the limits set in the General Conditions and any other document and guidelines of the EC and CCI.
- Daily management of contracts with EU LIFE and the associated beneficiaries, suppliers and partners.
- Provide training and permanent guidance to the project partners throughout the project about financial procedures and regulations.

- Daily management of the projects' finance and accounting, including periodic reporting, consolidation of accounts (where applicable) and support the preparation of the annual financial statements, and management of auditors.
- Helps to prepare proper and timely reporting to financial partners and supports preparation of donor reports. Prepare the financial and administrative aspects of reports for the project Steering Group and Managers of the Project partners.
- Be the central point of contact for the projects for all administrative and financial issues and enquiries.
- Ensure effective communication between the staff leading on project administration within each partner organisation.
- Helps to ensure that project cash flows are properly created and maintained.

Coordination

- Deliver the Project according to contractual terms (or their agreed amendment) by assisting the Team Leader in the planning and progressing the Project Tasks using suitable project management and monitoring techniques as necessary and appropriate.
- Keep the Team Leader fully informed of progress on all financial deliverables and milestones and resource requirements to help ensure that they are completed or that a formal agreement is made for a contractual change.
- Support the establishment of suitable resource planning, procurement, budgeting, and reporting systems/procedures within each and all Partner organisations for the duration of the Project.
- Support the file archive management for the projects, in cooperation with the Project Team and partners' lead administrative staff, to ensure that these processes are compatible with the LIFE regulation.
- Co-ordinate the work of the partners' administration staff to ensure that the Project Team are able to carry out Project tasks as required
- Produce a 'Project Guidance Handbook' for Project Team members to ensure consistent quality standards in all aspect of project delivery.
- Coordinate the production of a full financial statement for the Mid Term and Final Report, and statements of income and expenditures for the progress reports, as requested in the reporting templates.
- Assist the project team in the fulfilment of any request of information, integration or action by the European Commission.

Qualifications

- At least 3 years of professional experience in project/financial administration, preferably in a similar environment.
 - Track record of knowledge of processes related to project administration, financial administration and financial reporting and setting up and maintaining supporting processes and procedures.
 - Experience with public (EU-LIFE) funding is preferred.
 - Ability to write status reports and routine business correspondence; proven administrative, organizational and problem-solving abilities.
 - Demonstrates integrity, strives for excellence in her/his work, and has experience of leading others to new levels of effectiveness and impact.
 - Passionate about Rewilding Europe's mission and able to promote and communicate the philosophy, mission and values of the initiative to external and internal stakeholders.
 - Ability to work with Microsoft Office software (particularly excellent domain of Excel) and accounting systems.
 - An understanding of conservation issues and contexts is recommendable.
 - Full proficiency in English (read, written and spoken) is required.
- e

Competences and skills

Able to work pro-actively and independently. Has a high standard of work, especially in accuracy and self-organisation. Is proactive in signalling problems and improvements and

timely addresses these. Team player; able to work in an international and cross-cultural setting.

Salary indication

The maximum gross salary on a part time (2-3 days per week) basis is 800 to 1000 euro per month according to experience and level of education

Applications, including motivation letter and CV, should be sent to (pedro.prata@rewildingeurope.com) before 14 December 2018. For more information please contact by mail or +351 912196778.