



Project Administrator (+/- 0,6 fte), based Nijmegen (Netherlands)

Rewilding Europe aims to make Europe a wilder place, for the benefit of nature and people. Rewilding Europe has a team of people working from different European countries (see www.rewildingeurope.com) and supports eight rewilding areas in different locations in Europe. Rewilding Europe is currently looking for a Project Administrator based at its home office located in Nijmegen, The Netherlands.

As per the 1st of January 2016, Rewilding Europe will run two different EU LIFE projects as part of its portfolio of rewilding areas in Europe:

- LIFE RE-Vultures (LIFE14 NAT/NL/000901) “Conservation of Black and Griffon vultures in the cross-border Rhodope Mountains” (Bulgaria).
- LIFE RE-Bison (LIFE14 NAT/NL/000987) “Urgent actions for the recovery of European Bison populations in Romania”.

The Project Administrator is primarily responsible for managing the financial administration and preparing the necessary reporting for these projects. He/she ensures that the project administration is effective and efficient and accurate at all times. Furthermore, he/she ensures that Rewilding Europe can at all times meet its financial contractual obligations and that the projects are run in line with internal RE organisational policies and practices.

Roles and responsibilities

Project Administration and Reporting

- Assure that from an administrative perspective, the LIFE Projects are carried out respecting fully the “General Conditions” as set out in the Grant agreement between Rewilding Europe and the European Commission.
- Assist the LIFE Project Manager to establish, and then lead the operation of the management and administration systems necessary for running the LIFE 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.
- 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 LIFE Project for all administrative 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.
- Assists the Finance & Operations team in all financial administration and reporting tasks.

Co-ordination

- Deliver the Project according to contractual terms (or their agreed amendment) by assisting the Project Manager in the planning and progressing the Project Tasks using suitable project management and monitoring techniques as necessary and appropriate.
- Keep the Project Manager 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 LIFE Project, in cooperation with the Project Team and RE Finance & Operations 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' together with the LIFE Project Manager 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.
- Prepared to travel on a regular basis within Europe.

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 fulltime basis is 40,000 euro including holiday allowance.

Applications, including motivation letter and CV, should be sent to info@rewildingeuropa.com before 4 December 2015. For more information please contact Rewilding Europe at info@rewildingeuropa.com or +31 (0) 6 305 43387.