



## Job description

<b>Position/Title</b>	<b>Finance Coordinator</b>
<b>Goal of Position</b>	Responsible for the financial management of the organisation with a focus on analytical bookkeeping (WinBooks), financial reporting and budget development.
<b>Main Functions &amp; Responsibilities</b>	<p><b>Financial management of the organisation</b></p> <ul style="list-style-type: none"> <li>▪ Ensure all financial operations of the organisation are carried out in accordance with relevant laws, and internal and external regulations</li> <li>▪ Monitor expenditure against budgets and provide regular reporting on overall income and expenditure</li> <li>▪ Prepare cash flow predictions when needed</li> <li>▪ Support the director in development of annual budgets as well as grant specific budgets</li> <li>▪ Develop interim and final financial reports for all grants</li> </ul> <p><b>Book-keeping, auditing and financial payments</b></p> <ul style="list-style-type: none"> <li>▪ Coordinate the book-keeping of the organisation</li> <li>▪ Coordinate external audits of the organisation</li> <li>▪ Coordinate all payments, included salaries, with extensive support from the Admin Coordinator</li> </ul> <p><b>Liaise with the Coal campaign coordination secretariat</b></p> <ul style="list-style-type: none"> <li>▪ First point of contact for the Operational Director of the coal campaign</li> <li>▪ ensure full implementation of all agreements made between the CAN Europe Board and the Coal Campaign Steering Committee on all matters related to administration and finance</li> <li>▪ Support the coal campaign coordination secretariat where needed</li> </ul> <p><b>Additional input to internal affairs</b></p> <ul style="list-style-type: none"> <li>▪ Liaise with Green10 financial managers on issues of common interest</li> <li>▪ Participate in admin team meetings and team-wide processes and matters relevant to the organisation as a whole</li> <li>▪ Support and provide back-up for other members of the admin team</li> </ul>

<b>Time requirements</b>	▪ 4/5 contract
<b>% of Time</b>	<b>Main team responsibilities</b>
80	Administration and finances
10	Management and planning
5	Communication and representation
5	Capacity and outreach
0	Policy work and coordination
100	TOTAL

<b>% of Time</b>	<b>Specific responsibilities</b>
10	Day to day operations
35	Book-keeping and audits
20	Budget monitoring
25	Fundraising and reporting
10	Internal affairs
100	TOTAL
<b>Supervisory responsibility</b>	Liaise with external contractors