PLAN ITALIA ONLUS

FINANCIAL PROJECT OFFICER

PLAN INTERNATIONAL

Plan is an international organisation centred on child labour in 70 countries, 50 of which are developing countries. Plan prioritize emergencies and humanitarian aid and, focusing on long term sustainable development, Plan participates closely with children and families through several programs, including education, health, economical security, protection and water sanitation. Political advocacy cuts across all our programs. Founded in 2001, Plan Spain is a dynamic organization supporting Plan International all over the world with particular attention to child protection. Furthermore, Plan strives to raise awareness through development education, political influence, the Media and events.

The candidate will work with the Department of International Programs in Plan Italia Onlus, based in Italy.

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<th>Position</th>
<th>FINANCIAL PROJECT OFFICER</th>
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<td>Department</td>
<td>INTERNATIONAL PROGRAMS</td>
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<tr>
<td>Based in</td>
<td>Italy</td>
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<td>Type of Contract</td>
<td>Collaborazione autonoma (P. IVA)</td>
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<td>Availability</td>
<td>From November 2020</td>
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<td>Salary</td>
<td>To be defined based on the experience</td>
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FUNCTIONS AND RESPONSIBILITIES OF THE POSITION

Role

The role is focused mainly on two projects:

1) “Women and Youth Economic Empowerment through Sustainable Energy Project (DESFERS)”, a 5 years’ project funded by the EU and implemented in Mali, Niger and Senegal,

2) “Avenir Brillant - Creare opportunità socio-economiche e rafforzare i meccanismi di protezione dell’infanzia per i potenziali migranti, in transito e di ritorno in Mali” a 3 years’ project, funded by the Italian Interior Minister and implemented in Mali.

The position will be based in Italy with periodic follow-up in the 3 implementation countries.

Responsibilities

In close collaboration with the project manager(s) of the 2 mentioned projects, the candidate will:

1. Coordinate and operate the financial administration, reporting and auditing of the two projects, which includes:
   - Developing and maintaining spreadsheets and reports for tracking expenditure and reporting to Donors;
   - Ensuring that projects’ expenditures are adequately tracked according to the agreed project budgets;
   - Prepare detailed cost estimates and lead reconciliation, budget analysis and projections as required;
   - Preparing and monitoring requests for transfers of funds to implementing partners;
   - Keeping relevant program staff informed of incoming and outgoing funds;
   - Liaise with Plan International Country Offices and international partners accounting and finance staff on the timely provision of quarterly/annually financial reports;
   - Prepare the quarterly/annual Financial Report at the time of requesting the advance of funds on the basis of a corresponding work plan and budget;
   - Monitor payment requests within the Project and obtain necessary clearances and ensure payments are effected promptly;
   - Manage funds in conformity with the administrative and financial procedures of Plan International and the donor (EU/DEVCO – Italian Interior Minister);
- Maintain accurate banking records, act as a liaison with financial department to perform bank payment orders; Preparation of financial records for annual auditing processes;
- Manage the intermediate audit as well as the after donor closure (evaluation and financial audit) in collaboration with the auditing firm foreseen by the projects;
- Work with local PLAN offices and partners to respond to audit findings and highlight the risks and concerns of the project evaluation.
2. Collaborate with the other functional areas of the organization, including Plan International Spain office and Plan Country Offices.
3. Proactively identify problem areas or potential problems, making recommendations to address problems before they impact the projects.
4. Support Project Managers for the requirements fulfilments of any donor for the previously implemented/ongoing projects as well as during the preparation and review of project proposals. To ensure that they comply with the standards and regulations required by the different donors from programmatic / technical economic / financial points of view.
5. Travel for supporting local PLAN team/partners team and gather the necessary information for reporting and compliance on the projects.

REQUIREMENTS
- Bachelor’s degree in Finance, Accounting, Business or closely related field
- At least 3 years’ experience in financial and administration with NGO
- Experience in administration of international projects
- Excellent experience of budgeting and budget management
- Excellent understanding of financial systems and procedures
- Strong Audit background
- Good knowledge on financial and administrative requirements for public financing opportunities
- At least 2 years’ experience in programs funded by EU-DEVCO or Italian Donors
- Proven experience in managing teams in multi-country settings, with remote management components
- Fluent in written and spoken French and Italian, English Desirable
- Advanced Excel (BVA) and Database Skills.

ASSOCIATED COMPETENCIES
- Excellent communication and negotiation skills, results orientation and intercultural sensitivity,
- Proven abilities in decision making and problem solving- to foresee various options and objectively assess viability to these options,
- Demonstrated ability to work independently and also as a team member,
- Self-guided, strong organizational and planning skills,
- Ability to work under pressure and in a multicultural environment,
- Strong interpersonal and communication skills.

HOW TO APPLY
Candidates can send CV and cover letter to Giulia Bianchini - giulia.bianchini@plan-international.org and Briganti Matteo - matteo.briganti@plan-international.org

With the reference: FINANCIAL PROJECT OFFICER