

JOB OPENING:

GERMAN-SPEAKING FINANCIAL CONTROLLER/FINANCE MANAGER

ABOUT REN21

REN21 is the only global renewable energy community of actors from science, governments, NGOs and industry. We provide up-to-date and peer-reviewed facts, figures and analysis of global developments in technology, policies and markets. Our goal: enable decision-makers to make the shift to renewable energy happen – now. www.ren21.net

POSITION DESCRIPTION

REN21 is seeking a full-time Financial Controller, German-English bilingual, to join the REN21 Secretariat. Working alongside the Executive Director and the Operations Manager, she/he is responsible for REN21's bookkeeping, multi-donor project budgets (including projects which are funded by the EU and public German funders), procurement, timely billing and interacting with funding partners. If you like financial puzzles, working in an international team and have a strong attention to detail, then this could be the job for you!

MAIN RESPONSIBILITIES

In close cooperation with the Executive Director and the Operations Manager as well as the Administrative Officer, the Financial Controller is responsible for:

- **Accounting and Financial Services**
 - Coordinate financial project development and management
 - Support financial analysis
 - Preparation of the annual REN21 budget (core and project budgets)
 - Preparation and monitoring of the budget expenditures of each project, in close cooperation with the project managers
 - Oversight and routine input of cost allocation of staff time to projects and activities
 - Internal categorisation of expenses to projects and activities requiring coordination with the REN21 team and external contacts
- **Procurement and Contracts**
 - Work closely with the Operations Manager to develop REN21's rules and guidelines for procurement
 - Ensure that the project managers follow the necessary procurement guidelines and provide structure for the team in this regard
 - Prepare and monitor payment schedules for contracts/procurement
- **Reporting**
 - Generate regular financial reports for the Executive Director, Operations Manager and project managers
 - Support regular reporting to funding partners
 - Prepare an annual report for the REN21 Steering Committee
- **Audits: Internal Control and External Control**

- Support the preparation of documents for external bodies and internal/external audits
- Ensure that all finance-related matters, procurement, contracts and financing are handled in full compliance of REN21's, donors' and EU policies and procedures
- Coordinate with donors and external auditors/controllers
- **General Duties**
 - Support the Operations Manager on internal projects and processes
 - Document and improve processes related to the listed tasks
 - Other financial and administrative support tasks as required

APPLICANT PROFILE

REN21 is registered as the "Renewable Energy Policy Network for the 21st Century e.V." in Bonn (Germany). The position requires in-depth knowledge of multi-donor financial management as well as sound experience in handling the finances of an association under German law (e.V. / eingetragener Verein).

We therefore require:

- At least 5 years of experience in project and financial management, preferably in GIZ/BAFA/EU programmes
- Proven financial management skills and sound knowledge of EU funding, financial/technical reporting and accounting rules
- Bachelors or Masters in a relevant discipline, including accounting, finance, business administration, administrative science or similar
- Comprehensive experience in financial management and administrative tasks
- Experience with external and internal audits for international donors or similar
- Excellent communication and editing skills in English and German. French language skills are an asset
- Excellent knowledge of accounting software, Microsoft Office software (especially Excel) and IT skills in general

In addition, we require:

- Confidentiality and tact
- Very good attention to detail and an eye for accuracy
- Good team-working skills, including flexibility and commitment to the issues
- Autonomy, excellent organisational skills, ability to work to deadlines and prioritise own work within agreed parameters
- Ability to work independently and initiate activities as appropriate
- Ability to work with people from different cultural backgrounds
- Ideally located in Paris or ability to travel to France (Paris) on a monthly basis

WHAT YOU WILL FIND AT REN21

We are a small, dynamic team dedicated to the rapid uptake of renewables. We are based in Paris, work in English and come from around the world. While each team member has a key set of responsibilities, we work collectively to make the shift to renewables happen – now. Salaries are market-based under French labour law. All REN21 staff are currently working remotely during the COVID-19 pandemic, however regular office presence will be required once French government restrictions have been lifted.

APPLYING

[Please click here to fill out our online application form.](#) When you upload your documents (in English or German), make sure the files are named according to the following format: Last name_First name_CV and Last name_First name_Letter.

Deadline for submissions is 23:59 (11:59pm) CET Sunday 28 February 2021.

Please note that only short-listed candidates will be contacted.