

# Job opening: Project Financial Coordinator

**We are EVPA, the investing for impact community.**

EVPA is a unique network at the intersection of finance and purpose, driven by knowledge and focused on impact. We aim to increase prosperity and social progress for all, fix inequalities and injustices and preserve the planet.

We rally people, capital, knowledge and data to catalyse, innovate and scale impact. EVPA brings together a diverse group of capital providers (impact funds, foundations, corporate social investors, banks, public funders) and social innovators of all sorts – from household names to emerging new players.



## Catalysing Impact

We mix breakthrough research, eye-opening data, actionable learning and honest experience exchange to ignite innovation and build capacity to match ambitions, forge solutions, break barriers and bridge gaps for a bigger, deeper and smarter impact.



## Joint Impact

We build synergies that tackle critical social and environmental problems at scale – and change mindsets. EVPA platforms facilitate thematic and sectoral collaboration but our ground- and silos-breaking convening ability is our true superpower.



## Transformative Impact

Enable real and lasting change – that’s EVPA approach. We take on big issues, study and celebrate systems change, call for transformative regulatory frameworks and optimised public funding. As we guide newcomers to the impact space, we promote impact transparency and integrity.

**Building a European Impact Ecosystem.** Investors for impact power social and environmental impact to build a better world. At EVPA, we join forces to build an impact ecosystem! In 18 years we went from eight to 300 members strong and truly European network. We built THE data hub for the impact space, trained 1,000+ people, produced standard-setting and bar-raising guidelines on investing for impact and impact measurement and management. We established a strategic presence in the EU policy settings and play a vital role in global impact cooperation. Not bad for a teenager!

**Learn more at [evpa.eu.com](https://evpa.eu.com).**

---

## Job Description

As a **Financial Coordinator** you will be coordinating the financials and budget of the MENA program. You will act as a link between the financial coordinators of the local partners, MENA Project Manager and the EVPA Finance Team.

## Roles & Responsibilities

1. **You will work closely with the MENA Project Manager and the financial coordinators of the local partners, check financial evidence and follow up on financial reporting according to EU and other regulations.**
  - a. You will be familiar and up to date on necessary EU regulations with regards to financial reporting.
  - b. You will collect and organise financial files, reports, timesheets, and invoices for the projects according to EU regulations.
  - c. You will utilise spreadsheets to track budgets, dates, and other information in cooperation with Project Team and Finance Team, and ensure that all the documents and evidence are rightly and timely collected and stored in an internal online repository
  - d. You will do internal reporting to align with the EVPA budgeting and financial planning.
2. **You will engage in the coordination activities of the MENA program, prepare, and present any relevant financial information**
  - a. You will join regular meetings of the Project Team to follow up with them on schedule with regards to implementation of the project plan
  - b. You will ensure that all the documentations are in place, collected as evidence if needed and according to internal policies and procedures
  - c. You will communicate regularly with the financial coordinators and the EVPA Finance Team with regards to reporting and evidence collection of the projects and other needed documents.
3. **Liaison with the other EVPA team members with regards to reporting and evidence collection of the MENA Project and other activities.**
4. **Within the framework of the MENA program, you will work with different currencies, different legal aspect, regulations and in multicultural environment across Europe and MENA region.**

## Skills & Qualities

- Excellent **organisational skills** because you are responsible for making the financial requirements and reporting standards for the multiple partners involved are organised neatly and follow EU regulations
  - Experience in handling financials and reporting requirements in EU funded multinational projects, following EU reporting regulations and evidence collection
  - Ability and experience in planning activities, building schedules and timely follow up on their implementation
  - Ability to manage and process large amounts of financial data in different currencies, and languages
  - Detail oriented, consistent, quick, and responsive learner
- **Excellent communication skills** because you work with multiple partners, team members across different nationalities
- English written and in communication; French and Arabic languages will be an asset
- Patient, empathetic, cultural sensitivity and passionately communicative with the ability to put yourself in the attendees' shoes and advocate for them when necessary
- Understanding of, familiarity and cultural sensitivity in context of the Middle East & North Africa (MENA) region
- Experience in working in international dynamically changing environment and teams, or in MENA countries and other emerging markets would be an asset
- Self-motivated, driven by ambitious EVPA vision
- Stress resistant, attentive, comfortable with prioritising several competing tasks and responsibilities
- Outstanding financial and analytical skills - experience in data and information gathering, processing, analysis, and ability to transfer it into readable reports
- Basic accounting knowledge and experience
- BA degree in accounting, finance, economics or related field would be an asset
- 5-10 years related work experience.
- Proficient with cash handling.
- Proficient with MS Office Excel and familiarity with CRM systems and practices (Salesforce), and other online tools like DropBox, Slack, Trello, time registry systems etc.
- A passion for venture philanthropy, social venture financing or social entrepreneurship, and interest in policy related issues will be perceived as advantage

## What we offer

- A competitive salary package (13th-month salary, holiday pay, transportation and home office allowance, meal vouchers)
- Full-time position
- Flexible working hours and work from home policy
- Additional holidays
- Training and personal development budget
- Group health and pension insurance
- A friendly, open working environment

**More information and how to apply:**

Please visit [our website](#), [EVPA success stories](#) and our [LinkedIn profile](#).

**Interested in applying?** Please send your resumé with a cover letter to [recruitment@evpa.ngo](mailto:recruitment@evpa.ngo)

Applications will be reviewed on a **rolling basis until the position is filled**, so we strongly encourage early applications. Once your application has been sent, we thank you not to get in touch. Only shortlisted candidates will be contacted for interviews. If you do not hear from us two weeks after sending us your application, please presume your application has not been retained on this occasion.

*EVPA is an equal opportunity employer. We celebrate and practise diversity in all its forms and are committed to creating an inclusive environment for all our employees.*

Published in April 2022.