



The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) invites candidates to apply for a position as:

Finance Manager/Chief Accountant

Background:

The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) is a private Danish-based Foundation established on 9 December 2004 (<http://emhrf.org/>). The Foundation aims at supporting human rights defenders and non-governmental organisations by means of small grants in the South-Mediterranean region. Its annual budget reaches around DKK 22,350,000 or EUR 3,000,000 and its income comes from some ten different donors. The headquarters of the EMHRF are located in the city centre of Copenhagen and comprises, besides the Finance Manager/Chief Accountant, an Administration and Finance Officer and a Grants Administrator. In addition, the EMHRF secretariat has two sub-offices in Paris and Tunis with a Programme Director, acting as the head of the Foundation's Secretariat, a Regional Consultant, five Programme Coordinators and an intern. The Board, the highest authority of the EMHRF, consists of twelve voluntary members.

Responsibilities:

Working under the supervision of the Board and the Programme Director (PD), the Finance Manager/Chief Accountant is a strategic position based at the headquarters of the EMHRF in Copenhagen, whose role is to ensure that the EMHRF is managed efficiently, within budget and in accordance with generally-accepted accounting standards, and that its financial transactions are properly recorded and presented.

The main duties of the Finance Manager/Chief Accountant are as follows:

1. Overseeing the Foundation's financial management and daily financial transactions
2. Ensuring and overseeing data entries in the bookkeeping system (Microsoft Dynamics Navision)
3. Maintaining relations with external auditors and preparing audits, according to statutory and donors' requirements
4. Ensuring the implementation of and compliance with financial and procurement rules, and updating the latter according to legal and financial developments in Denmark
5. Proposing improvements to finance systems in place including accounting software and implementing them once approved
6. Preparing and reviewing financial plans and budgets, financial statements and assets registers/balance sheets, monitoring progress and changes and keeping the PD and the Board abreast of financial developments
7. Preparing financial reports in accordance with donor contractual provisions
8. Managing bank accounts in Denmark and France, and maintaining relations with the banks
9. Making and approving all payments and reconciliations, including of sub offices, as well as overseeing the implementation of external financial services (accounting companies, etc.)
10. Representing the EMHRF at meetings with partners and donors on financial matters
11. Advising and training the staff on financial functions, including the Administration and Finance Officer.
12. Performing other assigned tasks that are consistent with the overall position



Qualifications and experience:

- Degree in finance and accounting
- Minimum five years of experience as a bookkeeper within the non-profit sector
- Strong user knowledge of bookkeeping systems, notably Microsoft Dynamics Nav
- Experience in preparing and managing external financial audits
- Knowledge of reporting requirements of donors, notably the European Commission, DANIDA, SIDA, among others
- Fluency in English mandatory
- Computer literacy mandatory
- Personal qualities of integrity, credibility, and dedication to a non-profit mission

Working hours: The Finance Manager/Chief Accountant will be employed to work 37 hours per week.

Wage: Based on experience (negotiable)

Title: The title can be adjusted based on the qualifications and experience of the selected candidate

Start of assignment: As soon as possible

Duration: Permanent contract

To apply: Interested applicants should submit a **CV & letter of motivation in English** as soon as possible and **not later than 28 June 2019** to the EMHRF at recruitment@emhrf.org. The position will remain open until filled; candidates are thus invited to submit their applications as soon as possible. Only selected candidates will be invited to an interview (second half of July).