Call for the position of
Finance Officer (Junior/ Senior)

If you like numbers, are thrilled about organising them into budgets, expense overviews and other systems that are easy to understand for all, if you like presenting them to funders as part of reports or as a means to raise more funds and if you love to do this in a fast-paced work environment that serves to advance intersex persons human rights, then you might be a wonderful addition to our team.

Closing Date
Applications sent by e-mail until Friday, **26th April 2024, 13:00 CEST** to position@oii europe.org in the format described below will be considered.

Background
OII Europe – Organisation Intersex International Europe e.V. – is the European intersex umbrella organisation, working for the equality and the protection of human rights of intersex people, also known as persons with variations of sex characteristics, and their families in Europe and Central Asia. OII Europe is intersex-led. The organisation was established in 2012 as network of national intersex-led organisations. In 2015, Organisation Intersex International Europe e.V. was founded as a continuation of this network and is, since 2016, registered as a non-profit NGO based in Germany. Currently OII E has members in more than 20 countries across Europe. OII Europe’s funder base is diverse: Our funders and collaboration partners include the European Commission, private and public funders based in the US, private funders based in Europe and a national public foundation. Currently, OII Europe receives funding of around 600.000 EUR per year.

Job Description
As Finance Officer you will carry out tasks related to the financial operations of the organization, including, among other tasks

- tracking and reporting of project and operational expenditures and revenues
- administering project and core funds
- preparing project and operational budgets and reports
- preparing the organisation’s annual audit
- tracking and documenting the organisation’s timelines and deadlines
- preparing invoices and freelance, consultancies and staff contracts
monitoring developments in Germany regards to salary scales, inflation rates, health insurance fees etc.

- administering OII Europe databases in regards to funding, donor relations, day-to-day administration
- arranging and overseeing the arrangement of travel and accommodation related to OII Europe’s organisational and operational activities

Who we are looking for
Your excellent ability to plan, prioritize and organize a complex workload for yourself while being also part of a team will be key. Your interest in increasing your knowledge and continuously developing your skills further, including through training, will be a necessity in the fast-paced work environment of a European organisation. An existing or growing understanding of how your work supports changing the word to the better for intersex people will help you to celebrate the relevance of your work.

Please indicate on your application whether you are applying for a junior or a senior position

Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>26.03.2024</td>
<td>Launch of Call</td>
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<tr>
<td>26.04.2024</td>
<td>13:00 CEST Deadline for receiving your application</td>
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<tr>
<td>21.-24.05.2024 (tentative)</td>
<td>First round of interviews (online; if invited to the 1st round you will receive an assignment one week before the interview that you will need to submit 2 days prior to your interview date)</td>
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<td>27.-31.05.2024 (tentative)</td>
<td>Second round of interviews (online; if invited to the 2nd round you will need to provide two references)</td>
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<tr>
<td>7.06.2024 (tentative)</td>
<td>Decision communicated with all participants</td>
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<td>1.09.2024</td>
<td>Start of position</td>
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Scope of position:

100% part time (equals full time), temporary contract (option to be turned into permanent contract after 1 year depending on available funding)
The successful candidate will need to have taken residence in Berlin as of 1st of September 2024. For candidates who may need a work permit, a university diploma will be required due to German immigration practices.
Performance of duties and remuneration and benefits

The weekly working time for the 100% position is 40 hours per week.

OII Europe

- remunerates under a salary matrix structure related to TVL West; **the monthly gross salary being offered for the post is 3360.- EUR** (junior level) or **3853.- EUR** (senior level)
- offers **24 days annual leave** (full time position) and, in addition, **end of year leave between 24.12. and 1.1.**
- provides in case of relocation, up to 1000 Euro financial support for moving expenses, if needed
- supports the successful candidate in obtaining a work permit (if applicable)

**Who can apply:**

Anyone

- has experience with carrying out a significant number of the job duties described above
- wants to work in a job environment of constant learning
- who is devoted to work for an organisation who advances the human rights of intersex people/persons with a variation of sex characteristics
- meets the requirements set out below

is welcome to apply.

**Required knowledge, skills and abilities:**

- Professional fluency in English (both written and spoken)
- Solid knowledge and understanding of internal controls and risk management principles
- Reliable, trustworthy, and able to present accounting and financial simulations clearly and transparently
- Ability to carry out mathematical calculations (addition, subtraction, multiplication, division, percentages, fractions, decimals, proportions, ratios, means, weighted means, median, mode), for example in the context of translations of different currencies, budget and salary calculations
- Ability to use Microsoft Excel in the context of financial budgeting and execution, including comparing sets of data, formatting and conditional formatting, graphs and charts, extensions of formulae and blocking, mathematical functions (sum, sumif, sumifs, subtotal, multiply and similar), statistical functions (countif, countifs and similar), basic text and logical functions.
- Experience in grants management and an understanding of the kind of reporting required by international and European funders
• Ability to manage multiple and competing demands and priorities as well as capacity to work under pressure to meet tight deadlines
• Ability to communicate and be in touch with different type of stakeholders (e.g., funders, community members etc.)
• Ability to work well as part of a team in a fast-paced environment
• Sensitivity to cultural diversity and differences
• Computer literacy (Word, Email, Internet, Zoom etc.)

Highly desired knowledge, skills and abilities:
• Ability to prepare, present and discuss financial statements is an asset
• Experience in accounting is an asset
• German proficiency is an asset
• Experience with working as part of an international team is an asset

How to apply
If you feel that your qualifications and experiences match our requirements for this position, we are looking forward to receiving your application. Please send all required documents to
position@oiieurope.org

Your application should include the following two documents:

1. Curriculum Vitae (no picture please, no birth-date, please indicate your pronoun); Format: .doc, .docx, .pdf; please name it the following way: [Your NAME]_CV_FO (please use capital letters for your surname); this will help us organise the incoming applications more easily
2. Motivation letter, explaining why you want to work for OII Europe and what you will bring to the organisation and the team; Format: .doc, .docx, .pdf; please name it in the following way: [Your NAME]_Letter_FO)

The subject line of your email should please state: “Application for the position of FO”.

OII Europe Equal Opportunities Policy
OII Europe is committed to respect and fairness without discrimination based on race, ancestry, place of origin, colour, ethnic origin, creed, sex, gender, sexual orientation, gender identity, gender expression, sex characteristics, bodily diversity, record of offences, marital status, family status, parental status, pregnancy, number of dependents, compromised immune or HIV status, illness, socio-economic class, non-visible or visible disability, neuro-diversity, political or religious affiliations, place of residence, citizenship status, age or other status.
OII Europe is committed to fair treatment to all current and potential employees, interns and contractors and aims to ensure that all such individuals receive equal treatment.