

## **Job opening: Grants and Finance Officer**

### **1. Background**

We, the Global Coffee Platform (GCP), are an inclusive multi-stakeholder sustainability platform that enables the coffee sector's journey towards sustainability. Guided by our vision of a thriving, sustainable coffee sector for generations to come, we work on achieving transformational change for 1mio+ coffee farmers by 2030. We enable producers, roasters, traders, governments and NGOs to align and multiply their efforts and investments, collectively act on local priorities and critical issues, and grow and scale successful sustainability initiatives across the coffee world.

As GCP, we convene public and private sector stakeholders to create a common understanding on the most critical sustainability challenges at a producing country level. We strengthen public-private collaborations through national coffee platforms to improve the business environment for sustainable coffee. We offer our members the opportunity to engage through action-oriented initiatives designed to advance farmer prosperity through addressing local priorities and pressing sustainability issues. We facilitate measurement of sustainability progress and encourage our GCP Members to increase their sustainable coffee purchases.

In order to make this happen, we work in the GCP Secretariat in an open and friendly international team. We organise our work effectively, flexibly and innovatively, using agile methods and valuing positive cooperation and communication. We enjoy building bridges across the coffee world and within and between the private sector, public sector and civil society. We embrace learning and constantly developing our tools and ways of working further. As the world changes, the coffee sector changes and so does GCP – as part of our team you can shape GCP of the future and help to build a sustainable coffee sector.

### **2. Role & Responsibilities**

The *Grants and Finance Officer* will provide day-to-day financial and grants support for several projects across the GCP Network of Country Platforms. In this position you will provide overall financial management - overseeing budget forecasts, accounting and financial reporting. You will also ensure that the grant management and administration function is always in compliance with the policies and procedures of GCP and the respective donors; and will work towards capacity building of other staff members in the area of grants management.

Key responsibilities of the *Grants and Finance Officer* include:

#### Budget management

- Support planning of grant project budgets, both for the grant term and for constituent grant sub-periods

- Review, track, and analyze expenditures for the projects from the Secretariat, while supporting country programs' budget queries
- Support production of controlling tools for country program teams
- Ensure project expenses are reasonable, allocable, and prudent and spent in accordance with the donor's rules and regulations
- Create accurate forecasts and manage expenses according to spending plans
- In close collaboration with the Program Manager – Countries, liaise with country programs regarding any deviations or concerns in spending and adjust planning for quarters and financial years
- Coordinate approval of agreements, amendments, cost extensions and no-cost extensions
- Develop proposals for contract and subcontract revisions
- Identify and manage all financial and operational risks in collaboration with other Secretariat staff
- Function as the point of contact for country teams on operational questions

#### Donor Reporting and Compliance

- Hold knowledge base of donor contract rules and regulations and advise other team members on compliance
- Develop guidance, templates, and toolkits to ensure timely submission of narrative and financial donor reports
- Ensure the preparation and timely submission of grant technical and financial reports and budget transfers
- Prepare correct input to GCP accounting workflow from grant reports
- Liaise with country programs to prepare and submit high quality programmatic and financial reports

The *Grants and Finance Officer* reports to the Finance and Operations Director and closely collaborates with the Program Manager - Countries.

### **3. Profile & qualifications**

For the *Grants and Finance Officer* we are looking for an individual with the following experiences and skills:

#### **Knowledge and experience**

- Bachelor's or Master's degree in a relevant subject (for instance, Economics, Business Administration, Public Administration, Finance, International Development, International Relations, Public Policy, or similar)
- 2-3 years of working experience, preferably in an International Development Organization (governmental or NGO)
- Experience in managing budget and finance components of complex projects throughout implementation, including compliance, monitoring and reporting processes
- Experience with donor-funded projects
- Ideally, work experience in multi-stakeholder / membership organisations and cooperation with donors

#### **Skills and abilities**

- Excellent communicator with positive and pragmatic thinking
- Dedicated team player with fresh and good ideas and interest to take responsibility and support GCP in its development
- Sensitivity to deal with people from different cultures and sectors
- Organised and able to work in a fast-moving setting under pressure and to adhere to tight deadlines
- Proven experience in spread-sheet analysis techniques
- Excellent verbal and written communication skills in English; good knowledge of an additional coffee language(s) (for example: Portuguese, Spanish, Vietnamese, or others) and German is an advantage
- Passion for sustainable coffee!



#### **4. What we offer**

This is a full-time position within GCP (40 hours per week) with a period of employment of initially 12 months, extension desired. It is located in the GCP Secretariat in Bonn, Germany, with a limited degree of flexibility in relation to remote work.

The gross annual salary range is between EUR 40.000–46.000, depending on your experience and competences.

Extensive introduction to the different aspects of the assignment will be provided.

Our office language is English. Our contracts are generally subject to German Labour Law and include 30 days of holidays per year, in addition to all German public holidays.

#### **5. How to apply**

Please send your application in English (letter of motivation, Curriculum Vitae, reference letters or reference contact details) with likely start date and salary indication by email to [staff@globalcoffeeplatform.org](mailto:staff@globalcoffeeplatform.org). The deadline for applications is 20 May 2022, starting date asap. Please refer to “Grants and Finance Officer” in the subject line of your email. Applications will be treated with all due discretion. The final round of interviews will be held in Bonn.

For more information about the Global Coffee Platform please visit: [www.globalcoffeeplatform.org](http://www.globalcoffeeplatform.org)