

**Roma Education Fund
Job Description
Finance Coordinator**

EU DG Near Project: Increased education opportunities for Roma students and Roma youth in Western Balkans and Turkey

The Roma Education Fund's (REF) mission and ultimate goal is to close the gap in educational outcomes between Roma and non-Roma. In order to achieve this goal, the organization supports policies and programs which ensure quality education for Roma through scholarships, grant making and advocacy activities. The objectives of REF include:

- Expanding Romani children's access to quality early childhood education and care
- Improving primary education outcomes for Romani children aged six to fourteen
- Boosting academic performance and graduation rates from secondary education for Romani pupils
- Supporting access to tertiary education, improving graduation levels and strengthening identity of Romani university students
- Expanding employment opportunities for young Romani adults

The Roma Education Fund operates its activities in close links with civil society and institutional partners in 16 countries of Central, Eastern and South-Eastern Europe.

Starting in 2018, REF will implement the project funded by the EU DG Near *Increased education opportunities for Roma students and Roma youth in Western Balkans and Turkey*. The project aims to reduce the gap between Roma and non-Roma in participation and completion of quality education through gender-sensitive programming, to improve Roma students' transition between education and employment and to promote durable systemic change and desegregation of education systems in the Western Balkans and Turkey.

The objectives will be achieved through supporting Roma children in: pre-school education and enrolling them into integrated primary schools; awarding scholarships to Roma students in secondary and tertiary education; supporting transition between education levels and employment; building capacities of relevant authorities and their understanding of the specific challenges faced by the Roma community; supporting regional networking and exchanging experiences with the aim to contribute to mainstreaming of Roma in the national policies and, where relevant, changes in policies and legislation.

Under the supervision of the Project Manager and the Chief Finance Officer, the Finance Coordinator will be responsible to:

Responsibilities

His/her responsibilities will include, but be not necessarily limited to, the following activities:

General financial management

- Preparation and management of bank transfers;



- Preparation of documents for bookkeeping and accounting;
- Maintaining contact with accountants, service providers;
- Assistance in the development and maintenance of the internal financial and controlling systems;
- Preparing contracts for REF suppliers and other project partners;
- Assistance in the preparation of periodic management reports;
- Assistance in the preparation of financial reports prepared to donors, including reporting on projects, expenditures, budget vs spending;
- Keeping contact on financial management and related matters with REF country coordinators and facilitators working in the countries of operation.

Projects/Grants Financial Management

- Support the Chief Finance Officer/Project Manager in the administration and management of all financial aspects of grant / donor funded projects
- Support the Chief Finance Officer/Project Manager in all administrative aspects of grant/donor submissions including the preparation, validation, and submission of reports
- Ensure donor compliance of the grants is met, with follow up on outstanding paperwork
- Liaise with Project Manager, Operations team members on a regular basis on project costs, and budget follow up
- Preparation and review of project budgets;
- Financial monitoring of REF projects to check the proper use of REF funds; performing periodic progress, budget reviews; conducting financial reviews and assessing the financial health of organizations;
- Providing capacity building and advice for beneficiaries related to financial management.

Qualifications

- BA or MA degree in Finance, Accounting or similar fields;
- Minimum of three years of experience working in any of these or related fields;
- Fluent written and spoken English. Working knowledge of Hungarian and/or any language spoken in countries of Central and Eastern Europe in which REF is active is considered as an advantage;
- Good analytical skills and attention to details;
- Ability to work in a multinational team, under pressure, large number of tasks and meeting tight deadlines;
- Ability to build and manage relationships within and outside the organization;
- Project management skills;
- Solution and action orientation;
- Excellent knowledge of Microsoft Office programs;
- Ability to read and analyse financial statements;
- Knowledge and experience in capacity building with external clients.

Start date: As soon as possible



Compensation: Commensurate with the experience.

Location: Budapest

Please send a letter of interest and your professional CV
(<https://europass.cedefop.europa.eu/editors/en/cv/compose>) with at least three references to
recruitment@romaeducationfund.org by April 25, 2018.

