

## Financial Officer

Part-time 50% FTE, based in Italy

**Expected start date: February 2024, 12 months renewable contract**

**RIPESS Europe is looking for a Financial Officer to work on the implementation of its funding strategy and projects' financial administration and reporting**

RIPESS Europe, is the **European network of the Social Solidarity Economy organisations** (part of the RIPESS Intercontinental network), bringing together over 40 national, sectoral and inter-sectoral networks in more than 20 countries. It aims to share practices, inter-cooperate and engage in joint actions that can promote and enhance the visibility of the Solidarity Economy movement and contribute to legal frameworks and public policies.

RIPESS Europe is a non-profit organisation legally registered in Luxembourg and its coordination and team are remote-based throughout the continent. We foster a care-centered and cooperative working environment, where everyone is encouraged to take initiative and responsibility.

RIPESS Europe is committed to a policy of diversity, gender equality, and non-discrimination. We recruit on the basis of competencies and talents, regardless of gender, identity, color, age, origin, disability, sexual orientation etc. RIPESS Europe will support and try to accommodate the needs of candidates with specific needs within its capacity.

The successful candidate will be contracted initially for one year (renewable), with a 3-month probationary period.

### CONTEXT

RIPESS Europe is currently developing a fundraising strategy to support its organisational strategy implementation. To ensure financial sustainability and resilience, RIPESS Europe is in the process of further diversifying its funding sources. Moreover, the financial management and accounting needs to scale-up, with new projects being implemented – in particular a 3+ years DEAR project “YOU(th) CARE for CHANGE: Engaging new generations on innovative, joint and multidimensional actions addressing the Global Challenges”, which requires a careful administration. The team would like to increase its effectiveness and its operability through the recruitment of a staff member, for a new position dedicated to financial management.

This project is co-funded by the EU DEAR program and aims to support the engagement of youth organizations in the process of building global care agendas and actions to generate a fairer future. To this end, a process of subsidizing and training these organizations will be implemented in various countries of the European Union, the Balkans and the Maghreb; all with a strong intersectional perspective.

## **EXPECTED TASKS**

The Financial Officer should take care of the financial management and accounting of the organisation, coordinating with the general delegate and the rest of the team, as well as with the governance and funding circle of the network. In particular, the financial officer must guarantee the proper administrative management of the YOU(th) CARE project activities and ensure constant coordination with other persons of the project team and with other partners.

### **Description of work and responsibilities**

- Active contribution to the governance and funding circle, by participating in the meetings and providing updated information;
- Helping prepare budget and financial reports (such as presentations and regular information updates when required);
- In collaboration with the Project Officer, and the reference country based Focal Point, support the supervision in the effective and efficient management of the project's administrative and accounting resources;
- Regular collection, check and transmission to the You(th) CARE Financial Manager of accounting data recorded in the financial management software and the relating digital copy of supporting evidence by the RIPESS linked associations, implementing activities of the You(th) CARE project in Czech Republic, Hungary and Spain;
- Carrying out all financial analysis and synthesis requested or necessary for cost evaluation, budget monitoring, cash flow forecasting, etc;
- Monitoring issues related to payment for supplies and services and enforce the donor's regulations participation in the development of expenditure and co-funding planning within the framework of the activities envisaged by the project

### **Meetings**

- Participation in the YOU(th) CARE Administrative Unit and Team meetings
- Participation to the meetings of the Coordination Unit, when needed
- Participation to the meetings of the Project Administrative Unit

### **REQUIRED COMPETENCIES**

- Affinity with RIPESS Europe's mission of promoting Social Solidarity Economy;

- At least 3 years experience working as a project manager / financial manager
- Good accounting knowledge and use of accounting software
- Experience working with NGOs in the environmental and social field, ideally also with international networks and social movements;
- Experience working with European programmes such as Europeaid, Horizon, Erasmus+, LIFE, DEAR, etc.
- Good communication skills
- Fluent in English, both written and spoken;
- Comfortable in a remote working context, collaborating with colleagues in online meetings as well as asynchronously;
- Based in Italy (physically and fiscally);

#### **NICE TO HAVE COMPETENCIES**

- Experience with facilitation, collaborative processes and teamwork
- Fluent in languages other than English;
- Good learning capacity and flexibility;

#### **WHAT WE OFFER**

- A dynamic team, where we value care, openness and mutual respect;
- The chance to work remotely, part-time and flexibly;
- The possibility of joining the Governance and Funding Circle in a time of its shaping, with possibility to contribute with new work methods and approaches;
- Contribute to promote transformative economic alternatives for a regenerative future;
- A one-year contract (with the option of extending it to at least other 2)

#### **CONDITIONS**

- Work period: February 2024 - January 2025, with the possibility of renewal for at least other 2 years. 3-month probationary period.
- Location: Preferably in the center of Italy, as regular meetings will take place in Florence. Otherwise, this is a remote collaboration role.
- The projected remuneration is starting at €1500,00 gross per month, for a 50% full-time equivalent(FTE). There is flexibility in defining one's own working days and times.

#### **HOW TO APPLY**

To apply, please send to [youcare@ripess.eu](mailto:youcare@ripess.eu) your CV (2 page maximum) and your motivation letter (1 page maximum)

**Closing date for applications: January 26th 2024**

Applications will be processed continuously, and the call will be closed as soon as a fitting candidate will be found. So we recommend that you don't wait for the deadline.

**Expected start date: February 2024**