

Assistant Project Controlling (m/f/d)

Stellenanbieter: CARE Deutschland e.V.

Wen suchen wir?

CARE Deutschland e.V. is looking for a full time

Assistant Project Controlling.

The position is based in our office in Bonn and the contract is initially limited to 1 year (until 03/2026).

Ziel der Stelle

As Assistant Finance controlling you will be responsible for providing financial and administrative advice and support for two large consortia projects that are implemented within the International Programs Department ensuring compliance with internal and donor regulations: a multi-year consortium project focused on community-based adaptation to climate change in Southern Africa funded by the International Climate Initiative of the Federal Ministry for the Environment, Nature Conservation, Nuclear Safety, and Consumer Protection (BMUV/IKI) and the Global Call to Action on Protection from Gender-Based Violence in Emergencies Field Implementation, funded by the German Federal Foreign Office (GFFO). As part of a dynamic team, you will be working closely with the Consortia Finance Controller overseeing both projects, thereby liaising with project officers, country offices and partners regarding the successful implementation of all financial aspects of the projects. This also includes the revision of reports and the review of voucher lists, research in the internal financial accounting software and other tasks that arise.

Ihre Aufgaben

- Prepare and conduct preliminary review of project budgets, contracts (IPIAs, Amendments) and financial reports (including transaction lists) with regards to internal and donor regulations
- Conduct burn rate controls using the internal financial software (ERP) and monitoring tools
- Prepare/ review budget forecasts and prepare fund transfers and fund requests to donors
- Support the preparation and conduction of training sessions
- Support, coordinate and follow up on financial issues with country offices and partner organizations
- Assist in fund flow management including project structure modifications and annual closures
- Maintain and keep financial and relevant projects documents up to date in designated

folder; prepare project documents up to date preparation for audits

- Further financial and administrative support for work processes within the team

Ihr Profil / Anforderungen

- Completed studies in economics with a focus on finance, administration, economics, controlling or similar or completed corresponding training with relevant professional experience
- Experience in project management and financial administration
- First professional experience in the field of international cooperation, professional experience abroad an advantage
- Experience in dealing with and applying German grant law and funding regulations (including BHO, ANBest-P, BNBest-P) is an advantage
- Strong organizational skills and a structured approach to work
- Strong teamwork and communication skills, high commitment, and interest in working in international teams
- Willingness to work actively in a team and take on responsibility
- Structured, solution-orientated implementation of tasks
- Flexibility and ability to work under pressure
- Very good knowledge of English (C1) and good knowledge of German (B2) as well as either good written and spoken French or Spanish (B2). Additional language skills are an advantage
- Residence and work permit in Germany is required
- Proficient use of common IT applications such as Microsoft 365 and accounting software (experience with PeopleSoft is an advantage)

Warum wir?

As an international organization, we support a diverse work environment based on justice and mutual respect. We therefore look forward to every application - regardless of ethnic, social and national origin, gender, religion, age, disability, sexual orientation and marital status.

Wir bieten

- Familienfreundliche flexible Arbeitszeiten (Gleitzeit und großzügige Möglichkeit zur Mobilen Arbeit)
- Kostenfreies Deutschlandticket
- 31 Tage Urlaub
- Gruppenunfallversicherung 24/7
- Ggf. KITA-Zuschuss für Kinder im Vorschulalter
- Übernahme relevanter Fort- und Weiterbildungsmöglichkeiten
- Faire stellunggerechte Gehälter
- Flache Hierarchien
- Gemeinsame Veranstaltungen (u.a. Sommerfest, Betriebsausflug, Weihnachtsfeier)

We are looking for a highly motivated colleague who is committed to the goals of CARE Deutschland. We offer an interesting job with many social benefits in a dynamic international team.

Bewerbungsschluss: 30.03.2025

Stellenanbieter: CARE Deutschland e.V.

Programme

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<https://care-deutschland-e-v.jobs.personio.de/job/2011879?language=de&display=de>

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