



**CARE Österreich, Verein für Entwicklungszusammenarbeit und humanitäre Hilfe,
seeks an experienced**

Project Controlling Coordinator (m/f/d)

Contract: Full Time (permanent contract)

Duty Station: Vienna, 15% international travelling (should the pandemic situation allow)

Starting date: As soon as possible

Application Deadline: 8th December 2022

About CARE:

CARE is one of the world's leading development and humanitarian aid agencies, fighting poverty and injustice in over 100 countries and helping 70 million people each year to find routes out of poverty, with a specific focus on the empowerment of vulnerable groups such as women and girls. We save lives in disaster and conflicts and stand with women, girls and their communities to achieve lasting change for a better future.

Objective of the position:

As project controlling coordinator you will support the oversight of CARE Austria's high-value project portfolio and contribute to a professional management of project funds, helping to ensure accountability, value for money and the largest possible impact for our beneficiaries. You will support the Finance Director to improve knowledge management and ensure compliance with donor regulations and CARE policies by building capacity of staff. By reporting to the Finance Director, you will be responsible for coordinating the project controlling team and enhance standardization and improvement of tools and procedures. You will be responsible for the financial management and monitoring of projects including budgeting, forecasting and financial reporting.

Responsibilities:

- **Coordination Controlling Team (7 staff):** Guidance and coordination of project controller team; participation in and representation of controlling team in various internal or external meetings; promotion of mutual support within the team and contribution to teambuilding; ensure processes are in place for accurate and timely financial monitoring, forecasting and submission of proposals and reports.
- **Knowledge management & staff development:** Ensures & contributes to quality & accountability; standardization and improvement of tools/procedures; training of new team members (on need basis); coaching and mentoring of team staff; support improvement and further development of CARE Austria tools. Identify issues and challenges and contribute to solutions related to the financial setup and management of projects within CARE Austria's portfolio.
- **Focal Point Donor Compliance** (e.g. ADA/EU-ECHO/INTPA): Guidance and support of CARE Austria colleagues in financial compliance questions; close collaboration with compliance focal point in the program department; participation in and organization of internal/external meetings and working groups; capacity building activities; maintain relations with key stakeholders on compliance topics.
- **Focal Point Project Management Information System (MIS):** Support of CARE Austria finance colleagues in MIS questions; support improvement and further development.

- **Audits (Internal/External) & Risk Management:** Close coordination with CARE International offices and its Internal audit teams; conduction of internal audits; improvement of internal audit tools; provide guidance and support of team members with donor audits and other external audits. Active involvement in CARE Austria risk management.
- **Project Controlling:** Financial responsibility for projects including budgeting, financial reporting/monitoring and forecasting in close collaboration with the Country Offices and the program department.
- **Others tasks:** Representing Financial Director in case of absence in close coordination with the accounting team and the entire finance team; visiting CARE projects, etc.

Qualifications:

- University degree in business/finance (preferably with focus on controlling or accounting)
- 5 years of experience in financial controlling/financial grant management/auditing
- Experience in donor contract compliance, contract management (financial aspects), rules and regulations in international organizations
- Experience in audits (internal/external)
- Languages: Very good skills in English and German; Asset: French and other languages of countries relevant for the work of CARE Austria
- Good skills in MS Excel; Asset: Power BI and BMD
- Excellent interpersonal, intercultural and communication skills
- Strong identity with the values, mission and goals of CARE
- High sense of fairness, transparency, and ability to work in diverse teams
- Commitment to continuous learning and organizational growth
- Analytical mindset, critical thinking, and accurate working style
- Leadership skills, act as role model, positive & supportive attitude
- Ability to work under time pressure, managing competing deadlines efficiently and setting priorities
- Personal attributes include high integrity, commitment to high quality in all aspects, flexibility, intercultural sensitivity and a sense of humor

We offer:

- Well-equipped and CO₂ neutral office in central Vienna
- Salary starting at **EUR 52.000,00** gross annually. Please note: Actual classification will depend on relevant professional experience and will be calculated in accordance with CARE Austria's salary scheme.
- Attractive fringe benefits (e.g. annual ticket for public transport Wiener Linien; Edenred Card for lunch support)
- Working in an international context with professional and committed teams
- Homeoffice in coordination with line management
- Diverse project portfolio in a dynamic and innovative working environment

Please note: An EU citizenship or established work permit is a necessary requirement for this position. Only applicants selected for an interview will be contacted.

We are looking forward to receiving your application, a **CV and cover letter in English**, as well as copies of relevant certificates and recommendation letters by **8th December 2022** at bewerbung@care.at. Please indicate in your cover letter how you learned about this position with CARE Austria. Applications will be treated confidentially in accordance with the General Data Protection Regulation.

To learn more about CARE Austria, please go to www.care.at and for information in English please go to www.care.at/ueber-care/care-expert/.

CARE's Mission: CARE works around the globe to save lives, defeat poverty, and achieve social justice.