

Job description, June 2026

Role: Grant Manager: This post requires three days (60%) per week and is subject to change to full time (100%) by July 2027 depending on the performance and budget availability
Reports to: Finance and Resource Coordinator
Purpose of role The Grant Manager ensures the monitoring and reporting of FoE Europe's grants in compliance with the donor requirements and is responsible for the accountability and oversight of those grants, in close collaboration with the Finance and Resource Coordinator. Expected outcomes include: • Agreed reports being delivered to schedule with up-to-date information • Agreed financial procedures being followed throughout the organisation • Clear processes for project management, shared with those involved • Increased capacity and knowledge of grant management in the organisation
Key areas • Financial management and reporting • Project management • Financial monitoring & review • Project audits • Support to budget holders and project managers • Team membership Financial management: • Ensure accountability and compliance with grant requirements by implementing and setting up as needed grant management, reporting and archiving systems; • Review grant requirements and budgets to ensure that the appropriate procedures, guidelines and monitoring tools are set up and followed ahead of implementation; • Prepare required grant reports in consultation with the Finance and Resource Coordinator • Design and develop reporting and filing systems that allow a smooth process for audit controls whilst minimizing the risk of non-compliance; follow up on any audit findings related to EU and other grants; • Act as the first contact person with donors, consultants and project partners on issues related to grant management; and staff time-sheet follow up Project management:

- Coordinate with FoE Europe's and project partners' staff to ensure that all relevant information is shared;
- Design and develop financial project monitoring systems which will provide timely and periodic reports to donors and relevant staff;
- Keep track of contracts with project partners, consultants and donors;

Financial monitoring & review

- Within the Finance Team, participate in the setup and implementation of the internal analytic systems for budgetary monitoring;
- Contribute to development and input to FoEE's financial monitoring systems, feeding back to the Finance and Resource coordinator on any required updates;
- Make sure that partnership contracts and any relevant consultancy contracts are in place and the FoEE tendering procedure is respected;
- As necessary, report to the Finance and Resource Coordinator any financial transactions that might affect the organisation's finances (e.g. under- and overspendings);

Subgrant management

- Coordinate subgranting to project partners;
- Maintain overview of all subgrants, contracts and related financial balances;
- Prepare documentation for Payments to project partners in context of subgranting;

Support to budget holders and project managers

The Grant Manager is expected to provide support to colleagues as follows:

- Guide and assist budget holders, as requested, in drafting grants, budgets in the agreed FoEE way;
- Provide on-going financial advice and guidance as and when required, sharing lessons learned with all budget holders through appropriate systems e.g., FAQs, advice notes etc.
- Support budget holders to recast budgets in the light of actual spend;

Team membership

Within the Finance Team

- Be directly accountable in detail to the Finance and Resource Coordinator;
- Participate in finance meetings and events;
- Contribute to the development of the financial component of the Finance Team's service plan, including for example, suggestions for systems, procedures or software;
- Engage in team planning and budgeting;
- Give and receive constructive feedback and support to/from colleagues;
- Undertake training and self-development as required;

Within the FoEE Team

- Actively collaborate with colleagues within FoEE;
- Be generally accountable to the wider FoEE team through occasional reports (e.g. end of year review);
- Actively participate in whole staff meetings and events;
- Actively engage in whole staff processes such as strategic planning or budgeting;
- Give and receive constructive feedback and support to/from FoEE colleagues;
- Contribute to projects of work that advance FoEE's organisational development;

- Work within FoEE's values, policies and procedures;

Requirements for the role-holder:

Essential

- Committed to Friends of the Earth's vision, mission and values;
- Relevant professional qualifications in finance and/or accounting, proven 3 years hands-on accounting or grant management experience;
- Experience in preparation of financial reports, project budgeting and controlling;
- Understanding of financial management and project accounting within a non-profit context;
- Experience working with accounting software packages, or good understanding of accounting principles;
- Solid knowledge and experience in EU project finance management; preferably Life (Operating Grant);
- Able to both work within and further develop existing systems and procedures;
- An international approach and understanding of cultural differences, strong communication, diplomacy and negotiation skills;
- Ability tackle multiple deadlines and requirements, be a self-starter, innovative and demonstrate the capacity for maintaining high professional standards;
- Proficiency in MS Office Applications and especially Excel;
- Strong analytical skills. Detail oriented and ability to work and interpret numbers, figures and other financial information;
- Able to work systematically and autonomously and with attention to details;
- Excellent command of English, which is the working language for this post;

Desirable

- A background in NGO or voluntary activities;
- Knowledge of EU funding and reporting;
- Experience of using different reporting platform of private donors for uploading or directly reporting information systems;
- Experience in tendering, subcontracting and management of consultants or administrative assistants;
- Working knowledge of other European languages is an advantage;