



Job Vacancy: Accounting and Administrative Coordinator

Rigardu as the legal framework of the Border Violence Monitoring Network (BVMN) offers a position in the field of accounting and finances.

Description of the Network:

The Border Violence Monitoring Network (BVMN) is an independent network of NGOs and grassroots associations mainly based in the Balkan region, as well as Greece and Turkey. The network monitors pushbacks and other human rights violations at the external borders of the European Union and advocates for the end to violence against people-on-the-move, freedom of movement, and safe means of passage. BVMN was created in 2016 when several actors became aware of the existence of violent pushbacks of asylum seekers along the so called "Balkan Route " and began to document such cases via a common oral testimony framework which feeds into an online archive. This unique database has become the basis for the wide ranging activities carried out by BVMN today in the field of advocacy, litigation, and public awareness.

The legal framework of BVMN is Rigardu, a non-profit association founded in 2016, whose members have been working for refugees and their rights in various places in Europe ever since. This initially included humanitarian projects on the so-called "Balkan route" (Greece, Serbia, Bosnia and Herzegovina) and northern France, from which further projects such as political education work or the Border Violence Monitoring Network emerged.

Summary of the Role:

We are looking for an Accounting and Administrative Coordinator who is going to lead our accountant team managing the financial flow of the Network from **January 2022**. The person is going to be part of a young network and in particular will join a dynamic fundraising and finance team who will support them in all tasks. The employment is handled through the legal entity of the German association Rigardu e.V. **The offer is a remote position for 24 hours of work per week, with great flexibility in working hours.** Fluent written communication in German and English is required. Contract, salary and fringe benefits will all be discussed in the interview.

Key Responsibilities:

Accounting tasks

- Management of the general accounting (prepare summaries of the status of split expenses per project) and of balance sheets as well as employees expenses
- Regular updates to the Fundraising and Finance team
- Maintenance of financial security by following internal controls and monitoring the bank accounts
- Monthly, quarterly and annual closings and developing financial reports in coordination with the Grants Coordinator
- Supervision and control of existing accounting policies and procedures, detecting and implementing new ones if needed

Administrative tasks

- Management of administrative task, especially preparation of contracts for new staff and salary payments
 - Correspondence, communications with authorities and offices
 - Coordination of the Annual Audit process, working with external auditors to ensure timely year-end close and Consolidated Financial Statements
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Requirements:

- Experience in accounting is a must
- Analytical and financial skills with very good experience in Excel
- Excellent knowledge of German and English (oral and written)
- Experience in working with associations, organisations, or initiatives
- Knowledge of German association law and/or tax law
- Experience with software-based accounting systems

What BVMN can offer:

- International environment with a young and dynamic team tackling a current issue of Europe-wide importance on the grassroots level
- Space for creativity and self-organized actions
- Remote work with great flexibility in working time
- Possibility of professional growth
- A fixed-term contract for 20 hours per week (flexible working schedule)

The panel will give additional consideration to:

- Person of colour/BIPoC
 - Person of transit background
 - Previous and current experience with BVMN
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How to apply:

Interested persons are kindly invited to present their candidacy by sending their CV, a Letter of Motivation, and contacts for a minimum of two references to: jobs@borderviolence.eu specifying in the subject: *Accounting and Administrative Coordinator*.

Deadline for applications: Friday 10th December 2021 (midnight CET)

Selected candidates will be contacted for a written test and follow-up interview.