

Job Offer: Grants Administration - intern (3-6 months)

Finance Watch is a Brussels-based NGO that works to make finance serve society and the planet. We are looking for a Grants Intern to strengthen our Operations & Projects department.

This is an exciting position to support a growing team, starting as soon as possible.

This role would suit a person with strong pitching skills, who is interested in developing their grant application skillset and is highly motivated by our mission. The **Grants Intern** will be part of the Operations & Projects department of Finance Watch, comprising Finance, HR & Operations.

The **Grants Intern** will report to the Head of Communications & Operations and work closely with the whole team on a daily basis.

The ideal candidate would have native proficiency in English, grant management relevant studies, and have an outstanding capacity to report on our activities to funders. A willingness to learn about financial regulation is indispensable, and French or German language skills would be a plus.

Ensuring a high-quality experience for all funders

The core focus of the internship is to ensure an optimal experience for all existing funders. The Grants Administration Intern is the contact point for funding contracts. They will coordinate input from the team in funding applications and reporting.

Grant making

- Draft responses to due diligence questions from funders, in collaboration with the Operations Department
- Ensure compliance with the association's rules, as described in the Articles of Association
- Comply with the internal rules, and make sure the management team is involved early in the process of new funding opportunities
- Draft a final narrative review of funding proposals, and share it with the supervisor for sign-off

Collaboration and buy-in

- Involve staff members in the crafting of the funding narrative (Management team decides who will be best placed to contribute)
- Work closely with partners in case of consortium funding (e.g. LIFE)
- Inform the team when a funding opportunity is about to be signed, and when it is signed, outlining the key elements and deliverables

Report on activities

- Coordinate the reporting to donors
- Inform colleagues about upcoming reportings on their activities
- Make sure the deadlines are respected, taking into account the time for internal review by all staff members
- Give assistance to colleagues involved in the making of reportings to donors
- Ensure project tracking tools and information systems are always up-to-date
- Maintain a birds-eye view of overall reporting requirements, and grant timelines for projects
- Collaborate with the Head of Operations to deliver financial reporting
- Work closely with the Communications department to create materials that meet the needs, objectives and specifications of funding reportings
- Draft reports on funding activities to the Board
- Draft a final narrative review of reporting to funders, and propose it for sign-off to the supervisor

Follow-up

- Follow-up all grants from submission to contract signing and by liaising with all relevant entities during the process
- Monitor & evaluate progress
- Measuring the impact of grants/activities
- Provide advice on grant application processes and propose improvements
- Develop a process for a more efficient and standardised grant review process to ensure a timely and smooth flow of activities across all stakeholders
- Complete a table of KPIs amongst all grants
- Propose improvements to the funder's journey
- Develop, maintain and provide guidance or standard templates for all grant related activities:
 - Standardised slides
 - One-page report on activities

Communication to Funders & ex-funders

- Contribute to the definition of the listing of funders and ex-funders
- Produce in coordination with the Communications Department, a bimonthly newsletter to funders with key messages (leveraging content from other newsletters)
- Thank donors for their support

Profile / Qualifications

Essential

- You are motivated by and committed to Finance Watch's mission
- You are good at pitching stories and selling ideas
- Outstanding editing and writing skills in English are essential (native proficiency)
- You have experience or training in grant management
- Ability to manage a substantial and varied workload effectively, including managing competing demands, maintaining accuracy, and coordinating activities across diverse departments within the organisation
- Excellent project management skills

Desirable

- Bachelor degree or equivalent
- Knowledge of the European grants landscape, especially for NGOs
- Ability to work with a CRM tool (database & mailing system)
- Good digital skills, and familiarity with Excel
- Good judgement, to assess the most effective means of communicating information for the purpose of achieving the grant's goals
- Strong team player, the ability to listen and collaborate with a wide range of colleagues
- Excellent interpersonal skills, and experience of working in a multinational/-cultural environment.
- Results-oriented and self-motivated

Offer

- A 3 to 6 months paid internship
- A multidisciplinary and multicultural working environment
- A laptop (for professional use)
- Holidays: 2 days per month
- High exposure to a large and diverse set of stakeholders
- Partial home working and part-time are negotiable
- The position is based in Brussels

Equal employment opportunity

Finance Watch is committed to the principle of equal employment opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job.

Know that we are particularly eager to increase the representation of women, “non-Caucasian” and disabled people within the Finance Watch staff.

Selection will be in accordance with objective, job related criteria and the appointment will be on the basis of applicants’ merits and abilities.

Internship allowance

The intern will benefit from an allowance and a pay slip.

Occupational allowance	1.056,00€	Per month, prorata temporis
Lunch allowance	6.91 €	Per day of work
Transportation allowance	34 € min	Per month, if living in Belgium

Application guidelines

Your application should include the following documents:

- A Curriculum Vitae
- A short motivation letter with:
 - ☐ A mention that you **hold a work visa valid for the entire duration of the internship (3 to 6 months)**
 - ☐ A mention that you meet the following requirements:
 - ☐ You are a **job seeker in Belgium** (CIP), or
 - ☐ You are a **student from a European university** with or without a University agreement - proof of registration is required, or
 - ☐ You are a candidate from another European country in the context of an **international training programme** (Erasmus+, Eurodissey, etc.).

Any application that does not include confirmation of your eligibility will be disregarded.

Send your application by email to: recruitment@finance-watch.org. Please quote “Grant Administration - Intern” in the title of your e-mail.

**Interviews will take place online and/or in Brussels
Only shortlisted candidates will be contacted.**

The position remains open until filled.