



Job announcement

Financial manager/project assistant (English/German) in Berlin

The European Prison Litigation Network (EPLN) is an international non-governmental organization (INGO) with participatory status in the Council of Europe.

EPLN has been set up by a group of NGO jurists, lawyers and researchers from different countries, specialists in the penitentiary field, with the aim of strengthening the judicial protection of the rights of detained persons in the member states of the Council of Europe.

EPLN operates through different forms: analytical and comparative research in law and social sciences; coordination at the European level of litigation action before national courts and the European Court of Human Rights, relying where appropriate on the results of research; advocacy towards national authorities and international bodies; training and capacity building actions with NGOs;

EPLN brings together 18 non-governmental organizations from France, Belgium, UK, Germany, Austria, Italy, Spain, Bulgaria, Moldova, Romania, Kosovo, Ukraine, Russia, and develops research projects with several European universities.

For more information on our activities: www.prisonlitigation.org

European Prison Litigation Network is looking for a **part-time financial manager/project assistant (16 hours a week) based in Berlin**. The position is to be filled **as soon as possible until 31 December 2019**, with possibility of extension in 2020. Depending on further funding, an increase in working hours is possible from June 2019.

The financial manager/project assistant will be responsible for the financial administration of a new three-year project, the "Prison Health & Rights Consortium" funded by the Robert Carr civil society Networks Fund and aiming at improving access to health care and to rights of HIV+ prisoners and prisoners who use drugs. The financial manager/project assistant will also be responsible of assisting the Development Coordinator in opening a representation office of the EPLN in Berlin and in the daily administration of the organization.

Main functions and responsibilities :

Under the direct supervision of the Development Coordinator, based in Berlin :

- book-keeping and documentation of expenses in compliance with the donors' regulations and legal provisions and internal financial policies of the organization
- preparation and management of fund requests
- preparation of financial reports
- accompanying EPLN's subrecipients in the proper financial management of subgrants.
- assistance to the Development Coordinator for the opening of a representation office of the EPLN in Berlin (registration process and other procedures with German administrations)
- assistance to the Development Coordinator for regular administration tasks of the organisation (logistics, communication on the website and social media, fundraising and preparation of grant proposals, translation work etc.)
- assistance to the Development Coordination for the facilitation of the network (communication with members and partners)

Requirements and qualifications :

- relevant professional or academic degree in finances, public administration or any other relevant degree or comparable work experience
- experience in finance management and bookkeeping, preferably in a non-profit organization.
- Interest in the human rights sector.
- Proficiency in Office programmes, especially Excel.
- High affinity to numbers and precision.
- High organizational capacities
- Ability to work autonomously and self-initiative.
- Excellent German and English. Russian is an asset.
- Knowledge of Wordpress and other computer skills are an asset.

What we offer

40% time position in Berlin as soon as possible and until 31 December 2019, with possibility of extension.

Possible increase in working hours from June 2019 on, depending on further funding.

Interesting and dynamic job in a growing international organization, in contact with leading human rights NGOs from all over Europe.

Remuneration of 1200 € Brutto.

Are you interested?

Please send your application before 14th March 2019 (CV, motivation letter, references) at julia.krikorian@prisonlitigation.org