**Grants Finance Assistant (M/F)**

Peace, Stability, Security Department - P2S > Stabilization & Resilience Division

**Middle-East  JERUSALEM**



1. **PROJECT DESCRIPTION**

Expertise France, with support from the European Union, is implementing an 18-month project that aims at **empowering Civil Society and Media to foster community resilience and social cohesion.** The overall objective of the project is to contribute to creating a more conducive environment for sustainable coexistence by strengthening civil societies and supporting independent media in advancing dialogue, mutual understanding, and collaboration across Gaza, the West Bank, East Jerusalem and Israel, and the diaspora. The project responds to the need for inclusive, justice-oriented approaches that go beyond traditional models, which have often failed to address structural inequalities and entrenched power asymmetries.

As part of this projects, Expertise France will provide rapid and flexible financial support to a wide range of nonprofit organisations (partners) to implement initiatives that promote dialogue, reduce tensions, and foster mutual understanding within their communities and amongst different communities, in Israel and Palestine.

1. **DESCRIPTION OF THE MISSION**

Expertise France is recruiting a **Grants Finance Assistant** for this project**.**

Under the supervision of the Grants & Partnership Officer, and in close coordination with the Grants Specialist, and Deputy Project Director and the Admin & Finance Manager, the Grants Finance Assistant will be responsible for the financial follow-up, reporting, and accountability of partner NGOs. The position plays a key role in monitoring the financial activities of partners throughout the project period, coordinating their reporting efforts, and supporting compliance with Expertise France’s internal procedures and donor requirements. The role also contributes to building sound grant management processes and ensuring the integrity of financial and administrative practices across the project portfolio.

The Grants Finance Assistant will work closely with local NGO partners, the project team, and to a lesser extent the headquarter team in Paris.

### **Key Responsibilities:**

#### **Financial and Administrative Support**

* Ensure that all financial reports from partners are received by contractual deadlines and reviewed for completeness.
* Conduct regular follow-up with partners on financial matters, including site visits, to ensure compliance with internal regulations and supporting documentation requirements; coordinate corrective actions as needed with Grants & Partnership Officers.
* Verify partners’ financial reports and supporting documents, ensuring accuracy, compliance, and proper record-keeping.
* Support the monitoring of partners’ cash flow to ensure timely and secure transfers of funds to meet program needs.
* Assist in the preparation, amendment, and monitoring of partner budgets and budget forecasts.
* Support the drafting and review of partner contracts and reporting templates.
* Maintain organized, up-to-date administrative and financial records, databases, and files related to grant implementation.

#### **Reporting, Documentation, and Knowledge Management**

* Follow up with partners on reporting obligations, ensuring consistency between forecasts and actual expenditures.
* Collect and review financial data/reports from partners, ensuring accuracy and reliability.
* Prepare and present consolidated monthly financial reports to the Grants Officers, highlighting issues and risks as appropriate.
* Provide audit support to partners and to the project team, ensuring that all required documentation is available, accurate, and well organized.

#### **Capacity Building**

* Work with the Grants & Partnership Officer and the Admin & Finance Manager to design and deliver training and on-the-job guidance to partners on financial and administrative compliance.
* Contribute to strengthening partners’ financial management and reporting capacities to improve the quality and timeliness of submissions.

#### **Overall Project Support**

* Act as a liaison between partner NGOs and the project team on all financial and administrative matters, in coordination with the Grants Officers.
* Participate in project meetings and contribute to identifying lessons learned and challenges related to partners’ financial implementation.
* Arrange logistics for field visits, including coordination with partners, project staff, and visitors.
* Support the organization of project-led events, workshops, and training sessions, ensuring smooth logistical arrangements and active partner participation.
* Carry out additional administrative tasks as required to support efficient day-to-day project operations.

1. **Qualifications and skillS required**

#### **1. Education**

* Bachelor’s degree in Business, Finance, Accounting, Economics, or a related field.

#### **2. Professional Experience**

* Minimum of 3 years of relevant experience in compliance, grant management, or financial administration.
* Experience working with civil society organizations is an asset.
* Experience with EU-funded projects and familiarity with donor reporting requirements is an advantage.

#### **3. Technical Knowledge and Skills**

* Strong computer skills, particularly MS Office (Excel, Word, PowerPoint, Outlook).
* Knowledge of administrative, financial, and logistical procedures.
* Familiarity with donor compliance requirements (EU and others) is an asset.
* Familiarity with conflict-sensitive approaches and partnership development is an asset.

#### **4. Language Skills**

* Fluency in written and spoken English (mandatory) in addition to Arabic ***or*** Hebrew.
* Proficiency in French is an asset.

#### **5. Personal Attributes**

* Strong analytical and reporting skills, with high attention to detail.
* Excellent interpersonal and relationship management skills, with the ability to work effectively with local partners and various stakeholders.
* Proactive, results-oriented, and able to work independently as well as in a team.

1. **OTHER INFORMATION**

* Expertise France is recruiting three full-time Grants Finance Assistants, including at least one based in Israel and at least one based in Palestine. The actual work location will depend on the candidates recruited for the role.
* The position requires regular travel to partner’s project sites (at least once a week).
* The Field Project Assistant will report directly to the Grants & Partnership Officer and work closely with the project team based in Jerusalem and Expertise France’s headquarters in Paris.
* **Applications will be reviewed on a rolling basis, and candidates may be invited to the next stage before the deadline closes. Interested candidates are therefore encouraged to apply as early as possible.**