



# URGENCI

## Position announcement: Project and Finance Manager

The URGENCI team is seeking a talented and collaborative professional to join us as our Finance and Project Manager. If you feel you want to bring your skills and play a role in a dynamic and mission-driven organization, we invite you to apply!

### BACKGROUND

URGENCI is the international grassroots network of all forms of regional and Local Solidarity-based Partnerships for Agroecology (LSPAs), of which Community Supported Agriculture (CSA) is the best-known iteration. As a social movement and a network of networks, we bring together citizens, small-scale food producers, consumers, activists, and researchers representing around 30 LSPA networks across five regions. This practical work to build, develop, and empower our movement is motivated by our involvement in the international movements for food sovereignty and solidarity economy.

URGENCI's main objective is to develop a transnational network of regional and local partnerships between producers and consumers. Much of our work connects people and networks across borders so that they may learn from each other through the development and the sharing of practical tools. [Education](#), broadly understood, is the founding activity of the network: sharing experiences and educational materials is a top priority to support local groups in improving their practices and building a solid pan-European and global community. The network has established itself historically through producer-to-producer exchanges and the dissemination of educational materials. We are embarking on an exciting journey of new and upcoming online courses! In addition to coordinating experience-sharing and strengthening movement-building, our work entails the provisioning of research, as well as supporting the visibility of the movement in various policy spaces and campaigns. Learn more about our activities at [urgenci.net](http://urgenci.net) and our financial statements [here](#).

We are headquartered in France as an Association loi 1901. Our team works remotely from France and the UK.

### JOB PURPOSE AND KEY RESPONSABILITIES

URGENCI's plot of European and international fundings is a garden that requires meticulous, constant and tender care. URGENCI's Finance and Project Manager oversees all financial and administrative matters linked to the functioning of the organisation. We are looking for our Finance and Project Manager to:

#### Manage projects (60%)

- » Manage the implementation of projects led by URGENCI.
- » Assist the management of projects URGENCI is a member of.
- » Lead narrative and financial reporting processes for funders.
- » Support the coordination and production of outputs.
- » Support with logistics in activities and events organised by URGENCI.



### Manage finances (30%)

- » Support fundraising and grant writing efforts.
- » Develop and manage the annual budgeting and planning process.
- » Oversee URGENCI's daily financial affairs, in terms of transfers, instalments, reimbursement and bank accounts.
- » Oversee the bookkeeping with the external accountant.

### Manage administrative matters (10%)

- » Prepare and process payrolls, and all other HR-related tasks.
- » Maintain compliance with legal requirements pertaining to our status of a non-profit organisation.

## KEY QUALIFICATIONS AND ATTRIBUTES

We are looking for someone who:

- » Has at least 3 to 5 years of relevant experience working in an international social movement or non-profit organization.
- » Has a demonstrated and relevant experience in administrative and finance management of a French non-profit organisation.
- » Has either proven experience in or willingness to learn the accounting rules specific to the French non-profit sector.
- » Has a demonstrated and relevant experience in management of European projects (DEAR, Erasmus, Horizon2020, etc.) and other type of grants.
- » Can adapt flexibly to constant changes in budgets and handle competing deadlines across multiple projects.
- » Can work autonomously and independently but also with an international team.
- » Thrives in a deeply collaborative environment, with the effective interpersonal skills required to coordinate work assignments involving multiple people across multiple organisations.
- » Is able to work in both French and English. English is the main working language within the team and in the project; some reports however also need to be produced in French.
- » Is available and willing to travel regularly, mostly in Europe.
- » Actively demonstrates the values of small-scale organic farming, agroecology, solidarity and fair economy/trade, social and gender justice, environmental protection, and social and sustainable development.

## FOR THIS POSITION WE ARE OFFERING

- » **A full-time position** (35 hours per week) on a 12-month temporary contract with the perspective of consolidating the position towards a permanent contract.
- » A monthly gross salary of 2,700€.
- » The possibility to work remotely or in our office in Caen.
- » A dynamic work environment with a small international team.
- » Opportunities for regular travel within Europe.

## TO APPLY

If you are driven and understand the strategic role finance can play in proactively supporting and strengthening a social movement, and want to join the URGENCI team, **please send your CV and cover letter in a single pdf file to [contact@urgenci.net](mailto:contact@urgenci.net)** and include URGENCI Project and Finance Manager: [your name] in the subject line.

This position has been announced on March 1st, 2022, and **applications will be accepted through March 15th, 2022**. Earlier applications are welcomed.

Selected candidates will be invited for an online interview in the week 12, starting March 21st.

