



## Project Controller

Location: Leiden

### **ABOUT STICHTING IKEA FOUNDATION**

Stichting IKEA Foundation is the philanthropic arm of INGKA Foundation, the owner of the Ingka Group of Companies. The vision of IKEA Foundation is to create a better everyday life for the many people. Our mission is to improve the lives of vulnerable children by enabling their families to create sustainable livelihoods, and fight and cope with climate change. We are looking for a Project Controller to strengthen our team.

### **PRIMARY OBJECTIVE OF THE POSITION**

As Project Controller you work closely with one of the grant making teams at the Foundation. The current vacancy supports the Climate Action portfolio (the portfolio may change based on organisational needs), which contributes to the reduction of global emission necessary to limit the temperature increase below 1.5°C. You monitor the portfolio's budget allocation and spending plan, assess new project proposals from a value-for-money perspective, and conduct due diligence on new partner organisations. You ensure that the approved grants are contracted and managed in compliance with the requirements set by the IKEA Foundation. You are result oriented, cost-conscious, and have a passion for driving system change.

You also contribute to the further development of IKEA Foundation by being an active member in operational and strategic discussions. You come up with suggestions for improvement of organisational procedures and efficiency. You are able to work in close collaboration with other teams and yet exercise your own professional judgement and carry out responsibilities autonomously. You are eager to take up all kinds of tasks, and naturally take initiative on tasks and projects that need attention and follow-up. Most importantly, you will demonstrate a strong commitment to our vision, mission and the values of the IKEA Foundation.

As Project Controller, you will be part of a small but enthusiastic team of people who are committed to make a difference. You will report to the Head of Project Control. The position is 38 hours, based at the Foundation's office in Leiden, the Netherlands.

### **KEY RESPONSIBILITIES**

- Perform desk reviews of potential partners to ensure that these organisations are capable of managing our funds in a financially responsible way.
- Review project budgets of new applications, give advice from a financial perspective and/or amend project design and grant with Programmes Team.
- Prepare grant agreements and amendments.
- Prepare payments and monitor internal cash flow.
- Review project financial progress reports and audited financial statements of the partner organisations.
- Monitor the spending of portfolio budgets and give planning advice to the



portfolio team accordingly.

- Oversee proper filing of project documentation in the Grants Management System.
- Mentor junior members of the team.

## **PROFILE**

### **Experience**

- University degree in Finance or established working record in relevant field.
- 7+ years of experience as a Project Controller or in a similar role within an international environment.
- Deep understanding of non-profit financial management.
- Operational background in an international development agency or (management) consulting background are valued.
- Strong experience in conducting due diligence and assessing budgets of organisations, managing grants and reviewing grantee's financial performances.
- Experience with financial and operational process and procedures.
- Working knowledge of Excel, Word, PowerPoint, Grants Management Software.

### **Characteristics & Skills**

- Purpose driven and passionate about a career that contributes to social change.
- Attention to detail, excellent analytical, planning and prioritization skills.
- Excellent written and verbal communication skills (in English).
- Works well under pressure and delivers commitments on time.
- Takes responsibility and shows initiative, is flexible to perform tasks outside of the regular tasks when the situation so requires.
- Strong team orientation.
- Open to working in a multicultural environment.
- Strong work ethic and commitment to integrity.
- Able and willing to travel internationally on a regular basis.

A pre-employment screening and online assessment will be part of the process.

## **WHAT WE OFFER**

We offer a dynamic working environment amongst co-workers from different nationalities in the world of philanthropy. Amongst these nationalities we share a single culture and set of IKEA values. You will contribute to constantly improving the grant making experience at the IKEA Foundation. In doing so, you will have the opportunity to come up with innovative solutions and you will be challenged in all areas of grant-making work. We believe the better we can support our co-workers and partners, the more time and energy they can spend on the causes we support!

## **HOW TO APPLY**

The recruitment for this vacancy is performed by Charity Works([www.charityworks.nl](http://www.charityworks.nl)). Interested applicants should send a motivation letter and their curriculum vitae to [theo@charityworks.nl](mailto:theo@charityworks.nl) by March 17, 2019.