



Thomson Media

Thomson Media gGmbH
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Position: Finance & project manager

1. Background

Working with governments, philanthropic and institutional donors, Thomson Media gGmbH brings innovative approaches to how independent local media around the globe can help to tackle today's critical issues while also becoming financially sustainable businesses that serve local audiences with quality content. The organisation is the associated German entity of the Thomson Foundation based in London, with a 60-year track record of training journalists in ethical standards and quality reporting in more than 100 countries. We pride ourselves on delivering capacity building to journalists and media organisations in hostile environments and shrinking spaces for civil society and press freedom, including media in exile across Europe.

2. Logistics and timing

Thomson is looking for a full-time **finance & project manager** to organise the planning, implementation, and reporting of its donor projects from its office in Berlin. The finance & project manager reports to the development manager based in Berlin and maintains key working relationships with the head of finance, operations manager, and finance officer.

3. Professional Requirements

In order to be eligible for the position of finance & project manager the candidate should be able to demonstrate the following:

Qualifications and skills

- Relevant degree or equivalent experience in business administration, project management/controlling, finance, and accounting
- Advanced knowledge of Excel and financial reporting requirements for funders, especially from Germany are a must (AA, BMZ, GIZ etc.)
- Minimum of two years of first-hand experience of project management/controlling of large-scale projects for governmental, philanthropic or media industry funders – ideally all three
- Highly organised and able to work independently, keep oversight of multiple projects, with ability to keep calm under pressure
- High attention to detail to produce work with a high level of accuracy
- Fluent in German and good command of English
- Good communication skills with both internal and external stakeholders
- Good people skills, and collaborative working style
- Appreciation of different cultures globally

Desirable skills

- Strong interest in media and media development
- Good knowledge of other languages is an asset, ideally Russian or Arabic
- Knowledge and experience working with different accounting frameworks and regulations

Key responsibilities

- Prepares financial data for interim and final reporting as well as for quarterly board meetings and the annual audits including the collection of supporting documents (cashbooks, POPs, etc) as well as financial and staffing usage internally and to donors/funders
- Assists with preparing budget drafts in project development phase for media projects funded by governmental, philanthropic, or commercial donors
- Upon approval, sets up and manages logistics and financial support framework for these projects
- Ensures projects work to optimum efficiency by accurately capturing the use and allocation of all internal and external resources – staff, admin, contractors, equipment – in close liaison with Thomson’s head of finance and/or external accountants
- Monitors performance against budget and works with key stakeholders to keep projects on, or below, budget
- Supports the planning and implementing of project activities with clients as well as local partners and project teams
- Communicates and coordinates on a regular basis with project and finance teams both remotely and on-site
- Initiates the planning and scheduling of accounting tasks/payments for managed projects with Thomson’s finance officer
- Undertakes ad hoc financial analysis from time to time, to assist senior managers and external accountants in their requests
- Provides assistance in the drafting and issuing of contracts for project consultants

Applicants should be ideally based in Berlin. If interested, applicants are invited to submit their CV and a short letter of motivation to Christine Liehr at christinel@thomsonfoundation.org. We aim to fill the position by the end of August 2022.

Thomson Media gGmbH is a not-for-profit organisation and an equal opportunities employer.

