



## AMNESTY INTERNATIONAL ITALY – JOB DESCRIPTION

<p><b>Job title: Grant and Financial Manager</b></p> <p><b>Purpose of the role:</b> ensure adequate project cycle management, including administrative, financial, qualitative reporting and design of ongoing Amnesty International Italy's projects.</p>
<p><b>Department description:</b> we empower others to develop the skills and attitudes that promote equality, dignity and respect in their community, society and worldwide.</p>
<p><b>Main goals</b> The role involves, but is not limited to, the following objectives:</p> <ol style="list-style-type: none"> <li>1. Ensure sound project cycle management, including guaranteeing any financial and administrative duties, accounting and reporting for economic and financial information within agreed timelines, guidelines and requirements.</li> <li>2. Ensure reporting for economic and financial information for our co-founded projects within agreed timelines, public funder guidelines and requirements.</li> <li>3. Facilitate project partnerships efforts coordinating information and communication and liaising with donors and partners.</li> <li>4. Develop and design new proposals for Human Rights Education projects, in compliance with organizational strategies and policies.</li> <li>5. Coordinate general secretarial duties, administrative and logistic matters concerning all co-founded projects.</li> </ol>
<p><b>Main responsibilities</b> In collaboration with other workers the holder of this position will have these responsibilities:</p> <ol style="list-style-type: none"> <li>1. Collaborate with the role of Senior Head of HRE Unit (Head of all organizational human rights education projects) in order to ensure qualitative and quantitative reporting.</li> <li>2. Collaborate with the role of Head of Finance Unit in order to ensure update on economic and financial issues.</li> <li>3. Collaborate with the ODHR Unit in order to ensure alignment on human resources issues (e.g.: costs, contracts, secondment letters).</li> <li>4. Be in charge, together with local and international partners, for an adequate communication and information flow.</li> </ol>
<p><b>Budget responsibility: yes</b></p>
<p><b>Main relationships</b> Coordinate by: Senior Head of Human Rights Education Unit. Supervise roles: junior staff, intern and volunteers.</p> <p>Other relevant relationships: Collaborate with other staff members, volunteers, suppliers, national and international partners for a good management and development of our co-founded projects.</p>
<p><b>Organizational competencies</b> The Competency Dictionary of Amnesty International Italy focusses on “how” we work rather than on “what” we do, by defining behaviours expected of a group of workers cooperating to achieve a common objective.</p>



1. Result-oriented approach: to achieve performance objectives and realize benefits for the organization by using the more economical way of getting results.
2. Building and maintaining relationships: ability to develop strong, collaborative relationships with diverse stakeholders from all communities and backgrounds.
3. Project Management: developing and managing clearly defined work plans and identify objectives, results and success indicators in light of organizational strategies and of constraints, opportunities and resources.

#### Technical knowledge

1. Excellent knowledge of European Community and national funding programmes, form, guidelines and requirements.
2. Exceptional knowledge of human rights education tools and techniques, together with organizational values and policies.
3. Excellent knowledge of project cycle management, proved with experience in previous similar positions.

#### Equality statement

Equality and diversity are core values and staff are expected to work to promote a constructive and thoughtful approach so as to shape an organization where the work of others is enhanced and respected.

#### Conflict of interest

Any public or other activity, affiliation or support to groups, organizations, personal associations or any other factors which may generate a real or perceived conflict of interest with the principles of Amnesty International (specifically independence and impartiality), raise a security problem, or otherwise prevent the achievement of the set goals or the carrying out of assigned functions, must be indicated immediately.

**Date:** 20/01/2023

Ileana Bello  
Director General

Signed and agree

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*Any change, addition, omission or other alteration of the present Job Description will be made after contacting the worker and will be communicated by written notification.*