



JOB VACANCY

Administrative and Finance Officer

Coordinating Committee for International Voluntary Service (CCIVS)

Location: Hungary

Contract: Full-time, Hungary-based employment contract

Salary: €1,500–€1,700 net per month, depending on experience and subject to applicable Hungarian payroll deductions and individual tax circumstances.

Starting date: January 2027

Reporting to: CCIVS Director

Application deadline: 1 November 2026

About CCIVS

The Coordinating Committee for International Voluntary Service (CCIVS) is a global coordinating body for International Voluntary Service organisations. Established in 1948 under the aegis of UNESCO, CCIVS brings together organisations worldwide that share a commitment to solidarity, justice and social change through volunteering.

CCIVS strengthens International Voluntary Service by connecting and empowering its members, supporting international cooperation and advocating for the recognition and value of volunteering at local and global levels.

Through capacity building, research, advocacy and international projects, CCIVS works with its members to promote intercultural understanding, human rights and a culture of peace, contributing to a more inclusive, just and regenerative world.

Website: www.ccivs.org



About the position

CCIVS is seeking an experienced, organised and proactive Administrative and Finance Officer to join its international Secretariat team.

The successful candidate will be responsible for the financial and administrative management of CCIVS, ensuring sound financial practices, accurate reporting and the smooth implementation of its international projects and activities.

The position requires strong experience in financial management, budget monitoring, project financial reporting and administration, together with excellent organisational skills and the ability to manage multiple projects and reporting deadlines.

Experience in the NGO sector, particularly with Erasmus+ funding and European youth programmes, is an important asset.

The Administrative and Finance Officer will work closely with the CCIVS Director, Secretariat colleagues, external accountants, international project partners and member organisations.

The position is based in Hungary, with remote working permitted and occasional international travel required.

Main responsibilities

1. Financial management and internal financial control

- Manage and monitor the day-to-day financial operations of the CCIVS Secretariat, including payments, cash flow, financial records and budget-monitoring tools
- Maintain accurate records of financial transactions, income and expenditure ensuring that invoices, receipts, payments and supporting documents are properly registered and archived.



- Maintain internal financial controls by reviewing transactions, supporting documentation, budget allocation and contractual basis, and identifying discrepancies or compliance issues
- Prepare and process payments, including salaries, invoices, volunteer support and participant reimbursements.
- Coordinate with the external accountant, ensuring the timely transmission of financial documentation and the follow-up of accounting requirements.
- Support the preparation and verification of annual accounts and contribute to audit procedures.

2. Project financial management and reporting

- Manage and monitor the budgets of CCIVS projects and activities throughout the project cycle, including income, expenditure, available balances and approved budget lines.
- Prepare financial reports and supporting documentation for projects funded by Erasmus+, European youth programmes and other institutional funders as well as institutional and structural grants.
- Ensure compliance with the financial and administrative requirements of funding agreements.
- Monitor financial reporting deadlines and ensure that all required documentation is collected and submitted on time.
- Follow up with international project partners, member organisations and participants to collect invoices, receipts, financial reports and other supporting documents.
- Verify financial documentation and identify missing information or discrepancies.
- Provide regular budget updates and inform the Director and relevant project coordinators of the financial situation of projects.
- Participate in meetings related to project financial management and reporting.



3. Administration and organisational management

- Ensure the efficient day-to-day administration of the CCIVS Secretariat.
- Maintain organised and up-to-date administrative and financial records, databases and documentation.
- Prepare, collect and archive contracts, agreements and other administrative documents.
- Prepare and issue membership fee invoices, register payments and maintain accurate financial records.
- Support the administrative follow-up of membership applications and communication with member organisations.
- Contribute to the development and improvement of internal administrative procedures and financial management tools.
- Provide administrative support to the implementation of the CCIVS Action Plan and the decisions of its governing bodies.

4. International project and event logistics

- Provide administrative and logistical support for international meetings, training activities, conferences and other CCIVS events.
- Coordinate participant registration and follow up on administrative requirements in collaboration with project coordinators and host organisations.
- Prepare and manage participant information, registration records and relevant logistical documentation.
- Support travel arrangements, accommodation and other organisational requirements when necessary.
- Prepare invitation letters and administrative documents required for visa applications.
- Ensure the timely collection of participants' travel documents, invoices and receipts, and process eligible reimbursements.



- Provide administrative and logistical support for CCIVS General Assemblies and other statutory meetings, including participant registration, documentation and meeting minutes when required.
- Undertake occasional international travel to support the implementation of CCIVS activities.

Candidate profile

Essential qualifications and experience

We are looking for a candidate with:

- Strong professional experience in financial management, including budget monitoring, financial reporting and accounting-related administration.
- Experience managing financial documentation, preparing reports and monitoring multiple budgets and reporting deadlines.
- Strong organisational skills, attention to detail and the ability to manage several priorities simultaneously.
- Proficiency in Excel or equivalent spreadsheet tools and experience using financial, accounting or administrative management systems.
- Excellent written and spoken English and French, with the ability to communicate professionally in both languages.
- The ability to work independently in a remote and international working environment while maintaining effective communication with colleagues and partners.
- A reliable and responsible approach to handling financial information and confidential documents.
- The ability to work collaboratively within a small, multicultural team.
- Availability for occasional international travel.

Desirable qualifications and experience

The following experience and knowledge would be particularly valuable:



- Previous experience working in an NGO, civil society organisation or international network.
- Experience in the financial management and reporting of Erasmus+ projects and other European youth programmes.
- Familiarity with European Union funding requirements, including financial reporting, supporting documentation and project budget monitoring.
- Willingness to learn about the French accounting system and administrative procedures. Training will be provided.
- Experience working with international project partners and managing financial documentation across different countries.
- Experience coordinating international events, training activities or project logistics.
- An interest in international volunteering, youth engagement, peacebuilding and international cooperation.

Working conditions

Location: This position is based in Hungary and will be offered under a Hungarian employment contract. Applicants who are not currently based in Hungary must be willing to relocate to Hungary and must already have the legal right to work in the country.

Working hours: Full-time.

Remote working: Remote working is possible, office space will also be provided in Budapest. The successful candidate will work closely with the international CCIVS Secretariat team and will be expected to maintain regular communication and coordination with colleagues, especially the Monday morning online meetings.

Salary: €1,500–€1,700 net per month, depending on experience and subject to applicable Hungarian payroll deductions and individual tax circumstances.

Starting date: December / January 2027.

Travel: Occasional international travel will be required to support CCIVS meetings, projects and activities.



Training and support: The successful candidate will receive an introduction to CCIVS financial and administrative procedures. Training on the French accounting system can be provided where necessary.

How to apply

Interested candidates are invited to submit the following documents:

- An updated CV highlighting relevant professional experience, particularly in financial management, administration and NGO project funding.
- A motivation letter explaining their interest in the position and how their experience and qualifications match the requirements of the role.

Please use the following link: <https://form.jotform.com/262721870991061>

Applications should be submitted by jotform by 28 October 2026. Interviews will take place in November with a potential start date in December or January.

Only shortlisted candidates will be contacted for the next stage of the recruitment process.

CCIVS welcomes applications from candidates with diverse backgrounds and experiences who share its commitment to international cooperation, solidarity and intercultural understanding.