



Terms of Reference: OPERATIONS AND FINANCE OFFICER

The European Sex Workers' Rights Alliance is recruiting an **Operations and Finance Officer** to join our team of six (remotely, in Europe).

This post aims to ensure the smooth running of ESWA operations – administration, event organising, financial management, donor reporting and members' sub-granting and that national partners are supported in the financial management of programmes funded through ESWA.

The work requires a combination of very strong interpersonal, organisational skills, attention to detail as well as financial planning and management skills. To plan and deliver on this work, the postholder will need to work closely with the ESWA Management Team, donors and other ESWA team members as required.

This post will support the work of the ESWA in maintaining robust administration and financial systems, which underpin the organisation's ability to implement advocacy and programmes efficiently and advance the human rights and health of sex workers in all their diversity.

We strongly encourage migrant, racialised, women and trans sex workers to apply for the post.

MAIN DUTIES AND RESPONSIBILITIES:

- Lead on detailed financial planning, monitoring, and reporting, ensuring accuracy, transparency, and compliance with both internal policies and donor regulations.
- Develop and maintain robust financial management tools and trackers (Excel-based and/or donor-specific systems), ensuring real-time monitoring of budgets, expenditures, forecasts, and cash flow.
- Prepare and present monthly detailed financial analyses (budget vs. actual, variance reports, donor-specific breakdowns) to the Executive Director, ESWA management, and Treasurer.
- Build and maintain grant-specific financial tracking sheets, ensuring each donor's budget lines and cost allocations are carefully monitored and reported against.
- Lead on the preparation of financial evidence for audits, ensuring that the organisation's paper trail and digital files are fully compliant, complete, and accessible.
- Work with the Executive Director and ESWA management to produce organisational and project-specific budgets, ensuring alignment with annual work plans.
- Manage donor contracts and track income, expenditure, and deliverables for each contract.
- Overview and manage all contracts/leases, direct debits, incoming bills, invoices, and expense claims.
- Monitor all outgoing invoices and track and reconcile incoming payments, providing a basic income and expenditure report monthly for the Treasurer to present to the Board.
- Manage staff contracts and payroll for all ESWA team members.
- Manage consultants' contracts (Letters of Agreement and Minutes of Understanding) and track payments and deliverables.
- Manage and monitor ESWA bank accounts and report any irregularities to the Executive Director and Treasurer.
- Work with the ESWA accountant in preparing quarterly and end-of-year accounts for annual audits and provide required

documentation for both organisational and donor-specific audits.

- Prepare donor financial reports as required, and work with the Executive Director and responsible staff members to ensure narrative reporting is aligned with financial reporting.
- Support the organisation of events, workshops, and meetings, including booking venues, hotels, flights, and local transportation.
- Manage the calculation and disbursement of DSAs (Daily Subsistence Allowances) and reimbursements in line with donor/organisational policies.
- Update and review the Financial and Operations Manual of the organisation.
- Other Tasks assigned by the Executive Director from time to time and reasonably falling within the scope of the post.

PROFESSIONAL EXPERIENCE REQUIRED:

1. Exceptional attention to detail in financial data entry, reconciliation, and reporting.
2. Advanced skills in Microsoft Excel (and Google Sheets) (pivot tables, lookups, formulas, data validation) and other financial management tools.
3. Strong ability to design and maintain financial monitoring processes for multiple projects and donors simultaneously.
4. Demonstrated capacity to produce clear, accurate, and timely donor financial reports.
5. Proven ability to guide and support staff in financial compliance and budget monitoring.
6. Experience in bookkeeping and financial management, reporting to multiple donors. Knowledge and experience of EU funding are highly required.
7. Experience in maintaining accessible electronic and paper filing systems and keeping accurate and legible records.
8. Excellent written and oral communication skills, including the ability to communicate in plain English and produce written minutes, compelling presentations, and coherent reports.
9. Experience in and ability to develop, implement, monitor and prioritise work, solve emerging problems and manage own time and

workload effectively to demanding deadlines and under pressure.

10. Excellent interpersonal and communication skills within multilingual environments, including the ability to communicate effectively face-to-face and via teleconferences, telephone and email.
11. An innovative and flexible approach and a commitment to teamwork, with good organisational skills and the ability to solve problems and motivate those around you.
12. Ability to recognise and develop professional and personal boundaries.
13. Applicants must have the ability to read, write, speak and understand English fluently. An ability to communicate in French, Spanish or Russian is desirable but not essential.

FEES:

The ESWA team is composed of 6 members working remotely from various European countries. The post holder will be hired as a self-employed consultant and can work remotely from any country in Europe and Central Asia within a reasonable time difference (-/+4 hours from CET). The monthly consultancy fee for this position is **2,600 euros/month for 4 days/week**.

Important: As a self-employed consultant, you will be responsible for paying your income tax in the country of residence.

HOW TO APPLY:

Please download and fill in the application form if you are interested in this post. You can then send it to vacancies@eswalliance.org with **'RECRUITMENT OPERATIONS OFFICER'** in the subject line. **The deadline to apply is October 20th, 2025. Interviews will take place in the last week of October.**