



Job opportunity: Financial Project Controller in ADRA Denmark

Are you looking for an exciting position where numbers are your tools to make a difference for the world's most marginalized people? Do you have a keen eye for details and can at the same time see the big picture? Can you navigate donor requirements and translate them into practice in an international environment where unexpected situations may arise? Do you thrive in an informal atmosphere with strong values, good colleagues, high professionalism, and much flexibility?

If so, you may be the right person for the position of Financial Project Controller at ADRA Denmark.

Who are we:

At ADRA, we are driven by the belief that a better world is possible. We work for a world of social justice, compassion, and hope. As the humanitarian and development organization of the Adventist Church, ADRA is part of a global network operating in more than 120 countries.

ADRA Denmark works closely with eight partner countries across Africa, the Middle East, and Ukraine, with an annual turnover of approximately DKK 120 million (USD 19 million). Our office is located in Nærum, north of Copenhagen, and consists of 24 employees. You will become part of our Finance Department, which includes four controllers and a Finance Director.

Your main areas of responsibility are:

- ❖ Monthly reviews and controlling of financial reports received from implementing partners
- ❖ Responsible for quality assuring budgets and monitoring the financial accounts in ADRA Denmark's projects in close collaboration with colleagues from the program department
- ❖ Financial monitoring of projects in close dialogue with implementing partners and ongoing contact concerning clarification of questions regarding the accounts
- ❖ Financial monitoring visits and capacity building at our partner offices to follow up on the use of funds and ensure compliance with donor guidelines
- ❖ Be financial focal point for ECHO projects – full project cycle from budgets for proposal to financial monitoring and possible audits
- ❖ Minor bookkeeping tasks such as reconciliations, registration of payments and recording of project expenses
- ❖ Develop and maintain reporting forms, procedures and guidelines
- ❖ Other ad hoc tasks

Your professional profile:

- ❖ You have a relevant education within finance and/or experience within the area
- ❖ You are more practical than theoretical
- ❖ Preferably you have experience working with an NGO
- ❖ You have experience with budgeting and reporting at project level.
- ❖ Preferably you have experience with reporting to Danida/ECHO, and you understand how to comply with rules and regulations
- ❖ Preferably you have the mindset of working in a multicultural setting
- ❖ You are responsible and have a flair for communicating numbers in an understandable manner





- ❖ You have good IT skills and a solid knowledge of Excel and preferably Business Central
- ❖ You are fluent in English both in writing and orally. Knowledge of Danish a great advantage.
- ❖ You must be allowed to work in Denmark

Your personal profile:

- ❖ You are independent and at the same time appreciate the close working environment that is possible in a smaller team
- ❖ You are service-minded, a team player, and understand that your role also includes a teaching perspective, monitoring, and fulfilling demands from donors and auditors
- ❖ You are structured, detail oriented, can live up to tight deadlines, and keep an overview of things
- ❖ You are interested in and understand how to work in an NGO with Christian values in an international environment
- ❖ You find it motivating to travel to our partner countries 35+ days annually

We offer:

- ❖ An inclusive and family-friendly workplace with flextime
- ❖ A professional and dynamic workplace with the possibility of proactively impacting your personal and professional development
- ❖ Training as required
- ❖ A dedicated environment with good and fun colleagues where mutual respect and support are vital for delivering good results
- ❖ A salary close to the state's agreement with AC and HK, and further 17% employer paid pension. (NOTE that ADRA Denmark do not provide any housing, compensation or benefits outside the normal salary package)
- ❖ 6 weeks holiday and 37 hours workweek lunch included and Friday as a weekly telework/or work at home day

If you have any questions or would like additional information about the position you are welcome to contact Finance Director Poul Michael Fanøe, poufan@adra.dk/ +45 45587707. For more information about ADRA Denmark, go to www.adra.dk.

Please submit your application as we will conduct interviews on a continuous basis. Final deadline is **31 May 2026 at 23.59 (Danish time)**. Applications must be submitted to job@adra.dk and must contain CV and motivated application (maximum 2 pages). Please write "Financial Controller" in the subject field.

ADRA Danmark considers diversity an asset and human uniqueness as an important resource in our development. All interested and qualified candidates are encouraged to apply for the position. In ADRA Denmark, we are committed to the safeguarding and protection of the communities where we work. In the process of recruitment, selection, and appointment, we implement a range of procedures and actions including background checks to ensure safeguarding of children and vulnerable people and prevention of abuse.

