

Basic Information

JOB TITLE	Administrative and Finance Assistant for INSPIRED+ 2.0 Project
DEPARTMENT	Finance
REMUNERATION	Gross annual salary: 30,500€
WORK BASE	Club de Madrid Secretariat in Madrid, Spain (Currently operating with a hybrid work week model - Mondays, Tuesdays and Thursdays in Club de Madrid's offices and Wednesdays and Fridays remotely.) Applicants must hold EU citizenship or valid work permit within the EU. Please do not apply if you do not fulfil this requirement
WORKING HOURS	8h hours/day Mon-Fri (Flexibility & intensive working hours in summer)
CONTRACT	Estimated duration of the project 4 years Trial period according to Spanish labour legislation.
STARTING DAY	January 26, 2026

Organizational Context

[Club de Madrid](#) is the world's largest forum of democratic former Presidents and Prime Ministers, who leverage their individual and collective leadership experience and global reach to strengthen inclusive democratic practice and improve the well-being of people around the world. As a non-partisan and international non-profit organisation, it counts on the hands-on governance experience of more than 120 Members from over 70 countries, along with a global network of advisers and partners across all sectors of society. This unique alliance fosters dialogue, builds bridges and engages in advocacy to strengthen public policies and effective leadership on challenges such as inclusion, sustainable development and peace at the national and multilateral level.

INSPIRED+ 2.0 is a Project funded by the European Commission that Club de Madrid will lead in partnership with the European Partnership for Democracy (EPD), Accountability Lab Pakistan and Accountability Lab Nepal. The Project aims to promote the full realisation of all human rights - including civil, political, economic, social, and cultural rights – by enhancing the implementation of 27 international conventions related to human rights, labour rights, environmental protection, and good governance in both current and prospective GSP+ countries and selected EBA countries (Action's Impact). Through this Action, civil society actors, including trade unions, will be empowered to effectively monitor, report and advocate – in partnership and/or coordination with other stakeholders, such as national authorities and international bodies – for the compliance with international conventions relevant to the GSP+ (Action's Outcome). This initiative spans GSP+ beneficiary countries Bolivia, Cabo Verde, Kyrgyzstan, Mongolia, Pakistan, the Philippines, Sri Lanka, and Uzbekistan, as well as prospective GSP+ countries (Bangladesh and Nepal) and EBA countries (Bangladesh and

Cambodia).

Objectives of the position

The Administrative and Finance Assistant will support the project's sound administrative and financial management. He/she will support the verification of partners' expenditures and support operations. He/she will dedicate 100% of his/her time to the Action.

Tasks and activities

Under the supervision of the Chief Financial Officer, the overall coordination of the Finance and Administration Manager and in close collaboration with the rest of the Project Team, co-applicants, other stakeholders and relevant Club de Madrid Secretariat departments and/or units, the Administrative and Finance Assistant will perform the following tasks:

- Collection, checking, and coding of accounting documents [invoices...], bank transactions...;
- Data entry in the ERP tool;
- Support in the preparation of advances for travel expenses and per diem;
- Support in the management of the project budget and authorization of project expenses, respecting internal and donor's rules;
- Support in the preparation and implementation of financial reports, expenditure verification and audits;
- Filing of accounting/administrative and other relevant documents related to the administration and finances of the project;
- Other duties according to his/her professional category and as the implementation of the Project may require.

Education, skills and professional experience required for the position

- University degree in finance, business administration or other related matters;
- Minimum of 5 years of professional experience in accounting, finance or related fields of work, including experience in Spanish accounting;
- Excellent level in Spanish and good level of English;
- Knowledge and experience of accounting software. Experience in working with ERPs;
- Administrative skills;
- Excellent team-working skills;
- Ability to work under pressure, meeting tight deadlines, prioritizing requests and needs.

Interested applicants should send their CV, a brief statement of interest on why they feel they are fit for the position through the website www.clubmadrid.org/club-de-madrid/career/ by January 5, 2026.

Only shortlisted applicants will be contacted.