

Project Controller / Framework Contract Manager (m/f/d)

Sustainable Finance Team | 60%–100% | Berlin (preferred) or remote within Germany/ adelphi Consult GmbH

adelphi is Europe's leading independent think-and-do tank on climate, environment and development. As a leading policy consultancy, we advocate for just transformative change and a livable and sustainable society. 320 bright minds work locally and globally on environment and sustainability and the challenges of political, economic and social change.

Exciting tasks in a varied environment await you with us. Contribute your ideas and expertise to our interdisciplinary, international teams and benefit from networked working and learning as well as flat hierarchies.



**FULL TIME / PART TIME
BERLIN – REMOTE**

Job summary

As Project Controller / Framework Contract Manager in our Sustainable Finance Programme, you will play a vital role in the administrative management and financial

oversight of large-scale, multi-year projects and framework contracts (FWCs) for international funding institutions, in particular for one of our key clients – the European Investment Bank. You will work closely with internal project managers, the Sustainable Finance management team, and our internal service units, acting as a key interface for both internal and external stakeholders.

Diversity is important to us. For a sustainable future, we need a diversity of experiences, backgrounds and perspectives.



Your tasks

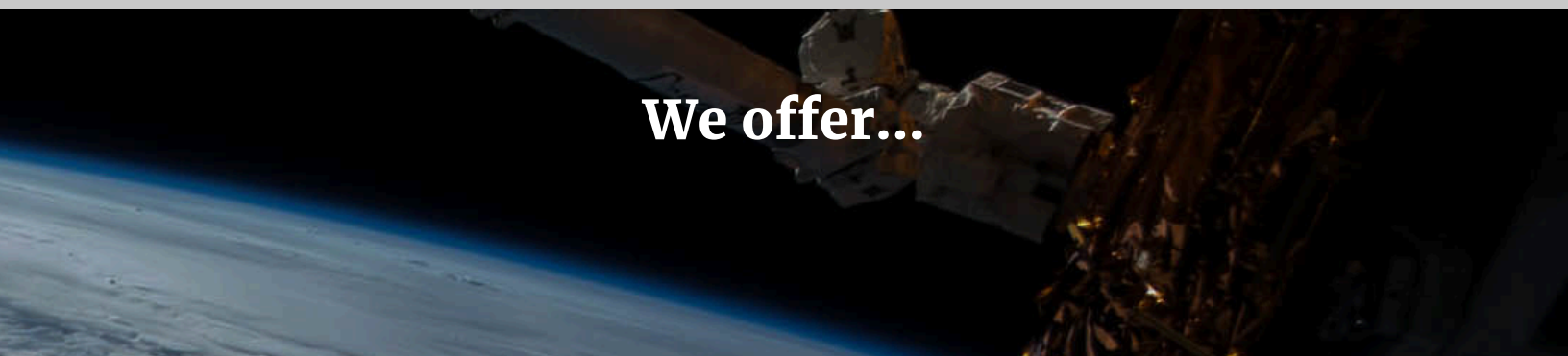
- Take initiative to develop and advance efficient processes and tools for the effective administrative management, monitoring, and controlling of large and complex projects and framework contracts, and foster respective knowledge sharing within the team and across adelphi
- Serve as the main point of contact for financial and administrative matters with some of our key clients, notably the European Investment Bank, as well as other potential clients
- Take ownership of the administrative and financial coordination with partners and subcontractors, ensuring smooth communication and compliance
- Oversee and conduct the day-to-day financial and contractual administration of large and complex projects and FWCs, ensuring accuracy and transparency
- Consult and support project staff and project leads on administrative and project controlling matters
- Collaborate with the Sustainable Finance management team to drive financial management and support ongoing transformation processes within the programme



Your qualifications

- At least 4 years' experience in controlling and administrative management of large consulting or technical assistance projects or FWCs for public funders. Significantly more experience may qualify you for a Senior position
- A degree in finance/economics/business/law or similar and an interest in sustainability
- Proven skills in developing, implementing, and optimising smart administrative processes and tools, making them reliable, efficient, and user-friendly
- Willingness and ability to handle day-to-day project and FWC administration from a financial and contractual perspective
- Experience in reviewing, handling, and setting up contracts with clients, partners, and subcontractors (legal support is provided as needed)
- Strong Excel skills (ideally including VBA) and a good knowledge of other common office programs (Word, PowerPoint); experience with ERP systems is an advantage
- High degree of self-management, ownership, analytical skills and a structured, diligent approach to your work
- Excellent communication skills for effective collaboration within the team, across units, and with external partners and clients
- Interest in a long-term collaboration in a dynamically working and growing team, in shaping our organisational set-up and in engaging in strategic client development
- Excellent oral and written expression in English (German is an advantage)

We offer...



adelphi Impact:

Possibility to shape creative and impactful solutions for sustainable finance, quickly take on responsibility for projects and versatile tasks. Be part of a growing and dynamic Finance programme in an impact-oriented consulting company.

adelphi Finance:

A job with a high degree of autonomy that allows you to advance and shape the expertise and portfolio of the Finance programme and proactively shape your own area of work.

adelphi Fit:

Free or discounted membership in the Urban Sports Club with more than 50 sports throughout Germany and in five European countries.

adelphi Mobile:

Subsidized BVG company ticket including free transportation for passengers and/ or our job bike leasing for your personal bike of choice. Whether for your way to work or for your free time.

adelphi Spirit:

An international and interdisciplinary team with a lot of passionate commitment for a future worth living. Not only spinning ideas together at work, but also celebrating together at various adelphi events. Flat hierarchies and a flexible work environment as well as friendly and committed colleagues.

adelphi DNA:

dynamic green new-work environment with flexible working hours for your personal work-life balance as well as IT equipment for your home office. Possibility to re-enter the space after extended leave or after work in other sectors.

adelphi Care:

Continuous advancement of your competencies, individual development through numerous internal and external trainings as well as our buddy program, mentoring and knowledge exchanges.

Your application

We therefore welcome all applications – regardless of gender, disability, nationality or ethnic and social origin. Recognised severely disabled persons or persons of equal status will be given preferential consideration in the case of equal suitability.

Please send us your complete documents **as soon as possible** (including cover letter, including curriculum vitae, copies of certificates, salary expectations and information on your availability). Please use only the way via our online application. **Applications will be evaluated on a rolling basis.**