

Finance and Administration Assistant (student position)

Do you want to make a real difference while gaining hands-on experience in international project finance and administration?

We're looking for a structured and curious student who wants to support climate justice, learn how global NGOs work from the inside – and take responsibility for the systems that keep our work running smoothly. You'll be part of a passionate international team working to protect forests and the people who depend on them.

About us

Forests of the World (Verdens Skove) works to protect forests and the rights of Indigenous Peoples and local communities across Latin America, Africa, and Europe. We partner with local civil society organisations, communities, and Indigenous Peoples' organisations to support their efforts in defending nature and securing climate justice. We are headquartered in Denmark with offices in Bolivia, Honduras, and Ethiopia.

You will join a small, international and committed team that values trust, transparency, distributed leadership, and flexibility – and that works across time zones and cultures.

The role

As our Finance and Administration Assistant, you will support the smooth running of financial, administrative and HR-related tasks.

Responsibilities include:

Grants management

- Track project plans and reporting deadlines in coordination with programme staff
- Maintain a clear overview of donor deadlines and support compliance follow-up

Project finance

- Support tracking of incoming funds (donations, grants, other revenue) and invoicing
- Help monitor spending to ensure donor-compliance and correct budget allocation

- Assist in preparing donor financial reports and quality-checking proposals/budgets
- Contribute to the monthly pivot (hourly budget) follow-up

Bookkeeping & payments

- Support administrative backup and ensure timely processing of vendor invoices, bills and reimbursements from Danish accounts

HR & IT support

- Assist with drafting staff contracts and updating policies
- Coordinate practical on- and off-boarding processes
- Handle IT administration in Denmark, including hardware prep and Google Drive access – liaise with our external IT provider

Other responsibilities

- Take on ad hoc tasks and development projects based on your skills and interests

Your profile

- You're a 3rd year bachelor's student, or 1st year master's student (e.g., CBS or similar)
- Proficient in Excel / Google Sheets, with a knack for data and systems
- Accurate, reliable and well-organised – able to work independently and in teams
- Fluent in English (written and spoken); Danish and/or Spanish are a plus
- Quick to learn new software (accounting, HR platforms etc.)
- Flexible – ready for occasional meetings outside regular hours due to time-zone differences with colleagues in Latin America
- Willingness to travel occasionally to our programme countries is a bonus
- Knowledge of or interest in climate or nature-related work is not required – but beneficial

What we offer

- A meaningful student position in an international NGO
- Hands-on learning in grant management, financial compliance, HR and NGO operations
- Flexibility around your studies (exam periods, workload, etc.)
- Insight into how NGOs collaborate with partners on the front lines of forest protection

Terms of employment

Location: Copenhagen office (flexible remote work possible)

Hours: Approx. 15 hours/week (flexibility around exams expected)

Start date: As soon as possible

You will report to the Co-Secretary General, Nanna Jochumsen, but coordinate your daily tasks with our Head of Finance, Kristian Hollmann. Furthermore, you will work closely with our strategic advisors at HQ, Hub office representatives and Finance and Admin staff at each Hub office.

Salary and employment conditions follow the local House Agreement at FoW which is guided by the agreement between the Danish Ministry of Finance and the Danish Confederation of Professional Associations (AC), with placement depending on experience and education.

Application process

Please send your CV and a brief motivation letter in English to job@verdenskove.org **as soon as possible. When we have the right candidate we will close the application.**

If you have questions about the position, don't hesitate to contact Kristian Hollmann at +45 5183 8038.