

Job Vacancy Description:  
**Project Controller & Administrator**

*Reference: 22/17*

## 1. The company

Trama TecnoAmbiental (TTA), with headquarters in Barcelona (Spain), is an international engineering and consulting firm in business since 1986 in the field of renewable energies and specialized in distributed generation and energy access for development. TTA's multidisciplinary team has extensive experience at both technical and management levels and has been exposed to many international projects all over the world.

With its more than 30 years of experience, **TTA offers a full range of cross-cutting engineering & consulting services** for all kinds of renewable energy and energy access projects, such as:

- *Consultancy in energy access and renewable energy projects (off-grid and on-grid).* Project identification and evaluation; Technical and Economic feasibility studies; Assessment of renewable energy sources, Engineering studies; Social and environmental impact assessments; Owners Engineering services; Preparation of technical specifications and bidding documents; Support during procurement; Construction supervision; Monitoring services; Operation and Management services; Project promotion and dissemination.
- *Engineering Procurement & Construction (EPC) of micro-grids.* Design, supply, installation and commissioning of micro-grid projects.
- *Energy efficiency and green buildings.* Evaluation, design and monitoring of energy efficiency projects; Energy auditing; Integration of renewable energies into buildings and green building practices.
- *Institutional, Policy and Regulatory Support.* Design of rural electrification policies, programmes, strategies and action plans; Policy development and planning; Development of business models and tariff schemes; Market potential assessments.
- *Product development.* Development of products specific for renewable energy and rural electrification projects.
- *Capacity Building.* Capacity building and specialized trainings.
- *R&D.* Publication of articles, documents, guidelines, case studies, and presentations at international conferences.

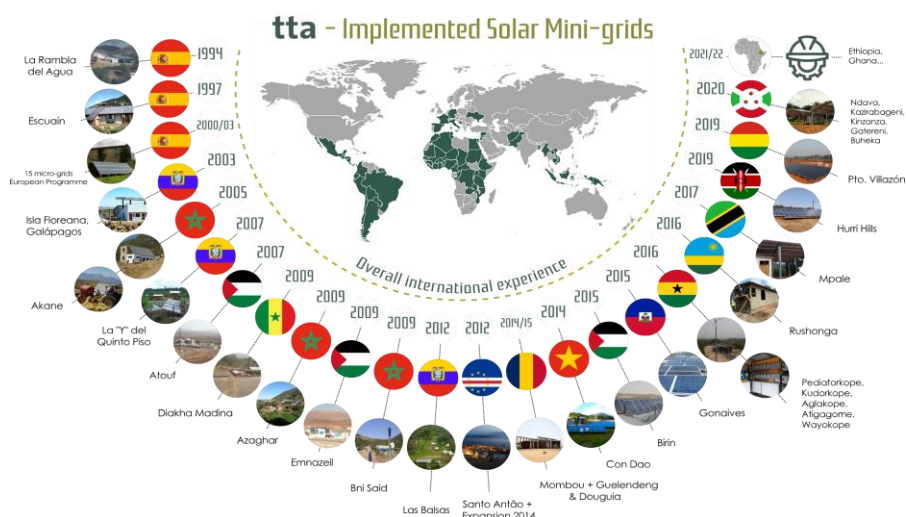
TTA is a **pioneer firm in renewable energy-based generation and solar PV Hybrid mini-grids.**

At the forefront, TTA was the driving force for the implementation of the first micro-grid projects in Spain in the early 1990s, and later on applying its expertise in Latin America, Africa and the Mediterranean. TTA has implemented mini-grids as EPC contractor in Ghana, Chad, Cape Verde, Ecuador, Palestine, Morocco, etc. some of which have been operated and maintained by TTA. Having collaborated in various tasks of the International Energy Agency (IEA), TTA was awarded with the EUREC Technology Prize 2001 "for developing excellent system technology for rural electrification based on renewable energy sources, combined with an innovative, user-oriented approach for its implementation". Furthermore, in September 2015, TTA was awarded with the Prize "Off-Grid Experts Awards" by the company Off-Grid Phaesun together with ARE (Alliance of Rural Electrification), for excellence in the performance in the field of Off-Grid power supply, in the Category A "product" for TTA's "Electricity Dispenser", an advanced meter for mini-grids.

In terms of **publications**, TTA has been the main contributor of the IRENA's Innovation Outlook: Renewable Mini-grids (2016) and is author of the World Bank's ESMAP Benchmarking study of Solar PV mini grids investment costs (2017 & 2018). TTA's first hand field experience in the Operations and Maintenance of Mini-grids has been used by IRENA's Policy Toolkit. These are just some of the latest references in which TTA has participated.

Another significant milestone in the sector is TTA's lead organization of the **International Conference on Solar Technologies & Hybrid Mini Grids to improve energy access**, a relevant sector event conducted on October 2018 in Mallorca (Spain) and which was supported by renowned organizations such as the ESMAP, World Bank, EnDev, the GIZ or SNV.

**TTA's track record** in the field of Renewable Energies and Rural Electrification is demonstrated by the extensive list of projects carried out around the globe for project developers, contractors, power utilities, governments as well as all major International Organizations such as the World Bank, IFC, UNDP, UNOPS, UNIDO, UNICEF, GEF, UNESCO, IDB, OAS, European Commission, AECID, GIZ, KfW, and other cooperation and development agencies, NGOs, local communities and individuals.



TTA is also a member of and collaborates with the following organizations and Groups. TTA is a founding member of the **Alliance for Rural Electrification (ARE)** and TTA's Director served as Board member for three years until 2015.



Further detailed information on the work of TTA can be found at: [www.tta.com.es/en](http://www.tta.com.es/en). Please see some of our Microgrids projects: <https://youtu.be/Z21tenW9YXE>, <https://youtu.be/NlbFpRHk8YU>.

## 2. Job description

TTA is seeking a rigorous **Project Administrator & Controller** to support the international Project Management Teams and the Head of Administration.

You are motivated to pursue a career in a company working in the field of energy access with renewable energy and development cooperation, in a multi-cultural and multi-disciplinary team, taking care of **excellence in economic and financial performance** of projects.

The candidate will report to the Head of Administration, but will also work in direct contact with the Project Management teams, based in TTA's main office in Barcelona but also local ones, e.g. in Niger, Haiti, Ethiopia, etc...

## 3. Responsibilities

The candidate will work in the following areas and will have the following responsibilities:

1) Overall economic and financial reporting:

Development of methodologies and tools to carry out a clear and efficient economic and financial analysis of projects and a planning of operations in general.

- Implement a tool for planning, analysis and monitoring of projects and business control in general.
- Migrating data from excel worksheets to proper ERP and vice versa according to needs.
- Reporting to the Director's Board on monthly basis, including project's economic/financial indicators, as well as expected invoicing vs actual invoicing and additional selected KPIs (financial ratios, control of internal projects, workload of experts,...).

2) Planning, administration and controlling of projects supporting the Project Managers and Regional Team Leaders (RTL).

- Support and Reporting to RTL on tools/information to use to follow project cash-flow (ERP) including assurance of data-integrity by following-up data introduction to the ERP and periodical actualization of project-data.
- Evaluation of projects after closure from an economic/financial perspective.

3) Financial and administrative project activities in large projects to be executed with larger local teams, under the Project Manager or RTL and following his/her strategy:

- Provide administrative and financial support to project managers in relation to project planning and implementation of the project.
- Ensure efficiency and control of country's economic/financial activities, if the case, in coordination with the financial and administrative expert (FR/EN), with the following final objectives:

- To ensure compliance with local taxes, accountancy laws of the country and procedures of the contract (fund rules: WB, EU,...), invoices, payments
  - To manage local budget with advances, transfer, and local bank account,
  - To manage payments to local experts of remuneration and reimbursables
  - To manage distribution of the budget or payment to partners.
  - To manage local TTA's offices: contracts,
  - To prepare the financial reporting and invoice to the client. To follow-up the good payment of the Client. In most cases to coordinate and supervise the financial and administrative expert of the project for the local expenses, and to gather all the other international expenses.
  - To follow-up the project expenses and invoices
  - To support and prepare internal and external audits of the project
  - Support actively Project Managers of Construction Projects assuming active tasks in the project planning that involves creating the cash-flows for the project and due follow-up, including supplier payment term negotiations, invoice management, etc.
- 4) Support the Head of Administration and the Project Managers to fulfill international financial and other contract requirements like bank bonds, insurance, permits. Select and negotiate with banks and other related service providers if the case.

## 4. Profile

### **Educational background:**

BSc in accountancy, finance, law or business administration. A Master's degree and or complementary education on social sciences will be an advantage.

### **Professional experience:**

Minimum 5 years of relevant experience in any of the following:

- Conducting project economic analysis and financial modelling,
- Experience in accounting and financial controlling,
- Previous experience in renewable energy projects, mini-grids and/or rural electrification from the financial perspective,
- International commerce and financial transactions.

### **Key-competencies:**

1. **Languages.** Fluency in English and FRENCH, with excellent writing, editing and proofreading skills required. Fluency in Spanish and/or French desirable.
2. **Computer skills.** Excellent command in MS Excel is required, also MS Word and Power point will be necessary.
3. **Soft skills.**
  - Analytical skills,
  - Rigorous,
  - Methodical and well organized,
  - Problem-solver and pro-active,

- Solution- and Result-oriented,
- Cross-cultural communication and interpersonal skills.

## 5. Conditions

- **Salary and benefits:** TTA offers this position in a dynamic, multi-cultural and multidisciplinary environment, with possibilities of partial remote work, flexible working hours and conciliation of personnel and professional life. Salary to be discussed.
- **Dedication:** Full-time
- **Starting date:** Immediate.
- **Position based in:** Barcelona, Spain.

**Apply** >> If you are interested in applying for this position, please click on the following link where you will find the procedure to follow (upload CV and fill-in form): <https://goo.gl/forms/i05SOg847G7bsybE3>

Only shortlisted candidates will be contacted.