

# CALL FOR PROPOSALS

## REN21 is looking for an Accountant

Expected timeline: June 2024 – June 2025

### About REN21

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REN21 is the only global renewable energy community of actors from science, governments, NGOs and industry. We provide up-to-date and peer-reviewed facts, figures and analysis of global developments in technology, policies and markets. Our goal: enable decision-makers to make the shift to renewable energy happen – now. For more information, visit [www.ren21.net](http://www.ren21.net).

REN21 creates an enabling environment to support renewables. It offers a platform for a variety of stakeholders to engage and collaborate. Armed with knowledge and tools, supported by a culture of dialogue and debate, and augmented by new ecosystems, this community of change strategically drives the deep transformations needed to make renewables the norm.

REN21 e. V. is a nonprofit registered in Germany, with the whole REN21 Secretariat team being based in Paris, France.

### General Scope of the Assignment

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REN21 is looking for a consultant accountant. The purpose of this assignment is the ongoing bookkeeping and yearly closing of REN21 accounts. The consultant will work under the supervision of the Executive Director and the Operations Director in close collaboration with REN21's Financial Management Team.

### Description of Required Tasks

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Over the course of the contract, the contractor will:

- Be responsible for monthly expenses registration on QuickBooks International;
- Be responsible for monthly bank transactions registration on QuickBooks International;
- Be responsible for monthly bank reconciliation;
- Be responsible for all related accounting work and work with auditor to timely prepare the yearly closing of REN21;
- Reconcile all balance sheet accounts and keep a file of all completed reconciliation;
- Assist with projects audits if required.

## Timeline

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The contract will run from June 2024 to June 2025. Projected time commitment is between 4 and 5 days/month or between 32 and 40 hours/month.<sup>1</sup>

## Key Selection Criteria

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The following criteria will be considered in the selection:

- Excellent knowledge and previous experience of bookkeeping.
- Familiarity with the German accounting system is a strong advantage.
- Familiarity with non-profit bookkeeping is an advantage.
- Familiarity with QuickBooks International is an advantage.
- Needs to be fluent in English, German is an advantage.
- Based in Paris is an advantage, remote work is possible.
- Proposed daily/hourly rate.

## Proposal Requirements

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The submission can be made in any format, and should include:

- The contractor's specific interest in the project and availability
- Profile and prior experience
- The proposed rate for carrying out the work in the timeframe provided, including VAT (if applicable or, if not, justification for VAT exemption)

Proposals should be emailed to [secretariat@ren21.net](mailto:secretariat@ren21.net). **Please mention "Submission of Proposal: Accountant" in the subject line.** The deadline for receipt of proposals is 11:59pm (23:59) Friday 31 May 2024. All received proposals will be acknowledged but only short-listed candidates will be contacted.

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<sup>1</sup> Working time might differ between months depending on peak times, such as the yearly closing.