



Government  
Transparency  
Institute

## **Project Administrator (Finance and Operations)**

**Duration:** Indefinite, with 3 months' probation period

**Expected start date:** March 2026

**Working time:** Full time (part-time arrangements negotiable)

**Salary range:** 700 000 - 1 100 000 HUF gross full-time per month (in line with experience)

**Location:** Budapest, District 5. Hybrid work model: office-based with flexible home office options

**Closing date for applications:** 15.02.2026

Applications are invited for a Project Administrator position at the Government Transparency Institute (GTI) (<http://www.govtransparency.eu/>). We are looking for a Project Administrator to support the financial documentation of our donor-funded research projects including EU-funded research projects). The role focuses on extracting and translating internal project and staffing data into donor-required reporting formats, monitoring budget and effort consumption (e.g., person-months), and maintaining the supporting documentation required for project reporting. Company-wide back-office administration remains primarily with our Back-Office Manager; the new hire may support general admin tasks when capacity allows.

### **Main responsibilities**

- **Administration of ongoing donor-funded research projects** with reporting requirements (including EU-funded projects).
- **Monitoring project financials** in close collaboration with the Back-Office Manager (budget follow-up, and effort/person-month consumption).
- **Preparing and coordinating periodic and final financial reports** with the support of management and Back-Office Manager: compiling inputs, converting internal data into donor templates, and ensuring consistency across figures and supporting documents.
- **Supporting documentation and audit trail:** ensuring that required documentation is complete and “audit-ready” (signed records where required, contracts, invoices, and supporting documents clearly filed and traceable).
- **Supporting grant application preparation** with administrative tasks as needed.



- **Communication and coordination with partner organisations** on administrative documentation (e.g., signatures, supporting documents, clarifications).
- **Secondary (capacity-based):** supporting the Back-Office Manager with recurring general administrative tasks when project workload allows.

Hungarian is a strong advantage, as part of the day-to-day administration is in Hungarian. Fluent English is required. Exceptional candidates who work primarily in English are also encouraged to apply.

This role involves a high volume of recurring administrative tasks; we are looking for someone who is comfortable with routine work, stays accurate under pressure, and communicates early if deadlines are at risk.

GTI operates through three legal entities (for-profit, non-profit, Austrian branch), which means working with multiple compliance and financial processes. Our admin centre is in Budapest, while many colleagues and partners are international and work remotely.

### **The Government Transparency Institute**

The Government Transparency Institute (GTI) is a non-partisan think tank focused on good governance and government transparency. Our work combines applied research and data analysis across themes such as public procurement and public spending, corruption and collusion risks, administrative quality, and regulatory quality. We publish datasets and analyses to support evidence-based policy and accountability

### **About current projects**

GTI is currently managing a portfolio of around half a dozen major international, donor-funded research and advocacy projects, many of them large multi-year collaborations among academic institutions, NGOs, and public authorities from across Europe and beyond.

The projects vary in focus but share a common goal: improving transparency, reducing corruption, and strengthening the quality of governance through a combination of data analysis, research, and policy engagement. They run on different reporting cycles (quarterly, semi-annual, annual), require the coordination of deliverables and financial reports, and demand some ongoing communication with international partners and donors. This creates a dynamic and diverse workload, offering the new colleague valuable experience in international project administration.



### **Expected skills and qualifications**

- Bachelor's degree (finance/accounting/project management/economics or similar)
- Advanced knowledge of Microsoft Office, especially the advanced use of Excel functions and Google Workspace
- Fluent English (written and spoken); Hungarian is a strong advantage for day-to-day administration
- Strong administrative skills with a finance/compliance mindset (accuracy, documentation discipline, audit-trail thinking)
- High attention to detail; able to follow written rules, templates and checklists consistently
- Reliable, deadline-driven, proactive communicator

### **Considered an advantage**

- Experience with donor-funded projects and reporting requirements (EU/UN or similar)
- Experience preparing or supporting financial reporting packages (templates, annexes, supporting documentation)
- Experience with accounting/payroll processes
- Experience working in small organisations with multiple parallel tasks and changing priorities
- Familiarity with collaborative tools (Slack, shared drives, basic ticketing/task tools)
- Interest in GTI's research areas (transparency, anti-corruption, good governance, public spending quality)

### **Application process**

Please submit your application package by **15 February 2026 23.59 (CET)** consisting of

- **CV (max. 2 pages),**
- **short motivation letter (half page) in English,** briefly highlighting relevant experience to [info@govtransparency.eu](mailto:info@govtransparency.eu).

### **Selection process**

Shortlisted applicants will receive a practical test task reflecting typical responsibilities of the role, with 4–5 days to complete. Interviews are expected to take place between **2 and 12 March 2026**.

Enquiries may be sent to Tímea Sutus-Juhász at [info@govtransparency.eu](mailto:info@govtransparency.eu).