

Summary



Fee: Quote an hourly and daily rate.



Based: Remote work.



Oversees: None.



Reports to: Relevant member of the Operations or Programmes Team.



Travel: None.

Will you help us get the better of bureaucracy?

Our vision is of a world where everyone can contribute to communities that are stable and just. In the past year, we've digitalised return and reintegration services for migrants in Sweden, developed a bespoke referrals platform for Afghans, Ethiopians, and Eritreans considering irregular migration, built out a talent pipeline of STEM talent in Nigeria ready for work in Germany and Ireland, and gamified educational outreach in Morocco.

None of this is possible without our operations team. Your role is to make sure our Foundation and its projects – and wider interests – are delivered as efficiently, effectively, and compliantly as possible.

Profiles

We're inviting applications from freelancers with the following profiles.

1. **Assistant – Audit:** supports the audit lead and project managers in preparing audits.
2. **Assistant – Finance:** assures proper management of project and entity finances.
3. **Associate – Audit:** leads internal or external audit processes.
4. **Specialists – Operations Systems:** designs templates, systems, automations that serve complex needs.
5. **Specialists – Donor Compliance:** provides specialist advice on managing grants (EU, Member States, UK)
6. **Specialists – Entity Governance:** provides specialist advice on running non-profit (Belgium, Sweden) and for-profit entities (Ireland, Hong Kong)

Rates

The table below shows the minimum qualifications and an indicative day rate, inclusive of VAT and all other taxes and charges. This is a guiding range only – you are encouraged to quote a rate you feel is competitive. Seefar runs a global scale and does not weight day rates by location.

Role Type	Indicative day rate (EUR)	Minimum Years' Experience
Assistant	70-120	2
Associate	120-280	5
Specialist	280-500	8

Requirements

Roster members must:

- Be willing to undergo reference checks and basic vetting
- Not be engaged in full time work.
- Able to take full responsibility for their independent contractor status.

Apply

Apply [using this form](#) before 2nd August 2026.