Job Opening

Finance Manager / Controller

Application Deadline February 23, 2022

Review of applications and interviews will be conducted on a rolling basis

Starting immediately in Berlin-Mitte, 32 hours/week (or full-time), limited to 2 years with the possibility of extension.

About Us
The Humboldt-Viadrina Governance Platform is a non-profit organization based in Berlin (gGmbH). We aim to promote democratic processes and thoughtful governance strategies in Germany, Europe and the world by fostering cooperation between key stakeholders in society: policymakers and administrators, the private sector and organized civil society, including academia and the media. Based on this conviction we develop governance concepts and projects for sustainable solutions that are geared towards the common good and include a diverse set of perspectives. With a current annual budget of 2.5 million euros and 14 staff members, the Platform has been committed to strengthening transparency and participation in order to solve societal challenges both nationally and internationally for more than five years. (www.governance-platform.org)

Role Description
Working closely with the managing director of the Humboldt-Viadrina Governance Platform, the position has an important cross-cutting function, in which you will oversee the following tasks:

- Financial controlling of the overall organization and consolidating all relevant financial data from the projects for monthly projections and annual planning for the managing director
- Processing and posting invoices and other payment procedures
- Control over the accounting of transactions and maintenance of creditors and debtors
- Communicating with the tax accountants on payment procedures and related documentation
- Preparation of monthly accounting documents and expense reports
- Contributing to the preparation of year-end financial statements in close communication with tax accountants
- Responsible for procedures and processing of refunds for the team and support in case of questions
- Support of the managing director in project administration and accounting
- Assist with offline and online archiving of financial and staff documentation
- Participation in budget preparation for externally funded projects, review of grant notices, preparation of appropriation requests and interim financial statements
- Monitor flow of funds, forecast of project expenditures, and final appropriation statements
- Close integration into the Climate Transparency project team, as well as close cooperation with the project management and external funders (federal ministries, foundations, int. organizations)
- Support in the application of procurement guidelines of different funders and tax regulations
Your Profile
- University degree (Bachelor) or successfully completed commercial training with a strong focus on finance
- Above all, enjoy working with numbers and open to familiarize yourself with new subject matters
- Several years of experience in financial management and budget planning desirable
- Knowledge of public procurement law and grants law (BHO; ANBest-P)
- Experience in the non-profit sector, especially in non-governmental organizations, explicitly desired
- High proficiency in German and English (writing and speaking)
- Excellent knowledge of MS Office, especially Excel
- Independent, goal-oriented and accurate approach to work
- Strong communication skills and motivation to work in the non-profit sector

What We Offer
- Working on international projects on current and relevant political topics such as climate, participation and the promotion of democracy
- Join a welcoming, flexible and motivated team
- A multifaceted, self-starting and meaningful job with room for creativity
- A workspace in the heart of Berlin
- Flexible and family-friendly working hours
- Possibility of working from home
- Salary within the range of the TvÖD (according to qualification between level 10 to 12)

Interested?
We look forward to receiving your application consisting of the following: short letter of motivation, CV, salary expectations, possible starting date.

Please contact career@governance-platform.org with any questions. Please submit your application to Daphne Büllesbach by February 23, 2022 at the latest via career@governance-platform.org

We kindly ask you to reserve February 24 and 25 for potential interviews.