



EUROPARC

F E D E R A T I O N

Position Finance Manager

Location Regensburg, Germany

Description

The EUROPARC Federation is Europe's biggest network, supporting and representing the work of Europe's protected areas. As a member organization with interests in nature conservation, sustainable tourism development, capacity building and European environment policy development, efficient financial management and accounting are central to our work. It is registered as a German non-profit organization (gemeinnütziger eingetragener Verein).

EUROPARC is seeking a Part-time Finance Manager/ Chief Accountant (up to 80%) who is responsible for leading the finance and accounting of the Federation, based on EUROPARC's mission and values.

The Finance Manager is responsible for the finance and accounting of a non-profit association. This includes all activities from document capture to preparation of financial statements and tax returns, as well as the representation of the association in relation to the tax office. The Finance Manager takes over independently the financial management of national and international funding projects and is involved in the membership management.

Working in a small and committed team in Bavaria, the candidate will have the opportunity to liaise with protected areas across Europe. The main duties of the Finance Manager/ Chief Accountant will be and not necessarily limited to:

I. Coordination and implementation of internal and external accounting:

- Settlement payments;
- From the document entry until completion of the financial statements including notes;
- Independent preparation of tax returns, as well as the representation of the association in relation to the tax office;
- Coordination of internal cost and management accounting with monthly reports;
- Calculation of different types of costs and support to the creation of a budget;
- Support of the Council/Directorate in the preparation of financial reports.

II. Support for the membership management

- Support for the billing of membership fees.

III. Assistance in project applications and reporting

- Provision of financial data for application;
- Preparation of cost calculations;
- Provision of financial data and receipts for reporting.

Summary Skills / Attributes Required

Essential

- Fluent in German (mother tongue);
- High proficiency in English;
- Theoretical and practical experience in the field of internal and external accounting;
- Theoretical and practical experience with the preparation of tax returns (NON-PROFIT organization);
- Experience in dealing with relevant Accounting Software;
- High level computing skills in Microsoft Office applications; especially Excel;
- Ability to multi-task and approach challenges with an open mind;
- Ability to support and work within a team environment;
- Highly organised and resourceful.

Desirable

- Experience in working with public subsidy providers and managing grant projects;
- User Knowledge of **Lexware professional software**.

Interpersonal Skill needed

- An innovative and creative thinker who is adaptable and responsive to change;
- Professional, punctual and reliable;
- Mature time-management and organizational skills;
- Solution-orientated and ability to work independently.

More information

It will initially be no more than a 2 year contract.

CV with letter of interest detailing relevant experience. Applicants should submit their application in English to office@europarc.org, with the subject Application – Finance Manager.

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