



EUROPARC

F E D E R A T I O N

Position: Finance Assistant (Mini-job)

Location: Regensburg, Germany

Description

EUROPARC Federation is the umbrella organization of Europe's protected areas. It is registered as a German non-profit organization (gemeinnütziger eingetragener Verein).

EUROPARC is seeking a Finance assistant on part time mini job for assisting to the Finance manager of the Federation.

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 assistance will be and not necessarily limited to:

- Support for Coordination and implementation of internal and external accounting;
- Support for the membership management;
- Assistance in project applications and reporting.

Required skills, knowledge and experience

- Proficiency in English;
- High level computing skills in Microsoft Office applications; especially Excel;
- Theoretical and practical experience in the field of accounting (HGB);

Position Conditions

- Duration: 1 year (likely to be renewed)
- 10 working hours a week (2 days per week, 5h/day)
- Monthly salary: 450€

Starting date

- Ideally October 2018

Applications

Please send electronically a 1-page motivation letter and your CV to Ms. Michaela Zeller (m.zeller@europarc.org) indicating "Finance Assistant" in the subject line until the 23rd of September 2018.

Due to the expected number of applications, only short-listed candidates will be contacted for interviews.