

EUROPARC Federation e.V.

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## Position:

**Bookkeeper (f/m/d) Minijob**

## Location

EUROPARC Federation

Waffnergasse 6

93047 Regensburg

*The EUROPARC Federation is Europe's biggest network, supporting and representing the work of Europe's protected areas. As a member organisation with interests in nature conservation, sustainable tourism development, capacity building and European environment policy development and implementation, strategic and effective administrative processes are central to our work.*

## Description

EUROPARC's Bookkeeper will provide support to enable the Federation to operate effectively, efficiently and in meeting financial and VAT compliance requirements.

We are looking for a highly organized and resourceful bookkeeper, with an interest in nature and a willingness to work in an NGO culture. Experience in financial accounting is mandatory, as are excellent IT skills.

This position is considered **for home/flexible working** with occasional attendance to the Regensburg office. This may suit individuals with good transport links to Regensburg, but with no need to relocate.

## We offer:

- Flexible working hours
- Home office with occasional work from the office
- A small and dedicated team
- International working environment

## Your tasks:

- Account assignment and posting of current business transactions.
- Accounts payable and receivable
- G/L accounting
- Cash management (petty cash)
- Preparatory work for monthly and annual financial statements
- Reconciliation of accounts
- Tax return

### Your profile:

- Successfully completed commercial training, further training as a financial accountant or a comparable qualification
- Relevant professional experience in the above-mentioned areas of responsibility
- Lexware knowledge is an advantage
- Confident handling of common Office applications, especially Excel
- Structured and independent way of working
- Ability to work in a team
- Very good knowledge of German
- Ability to work in English is necessary

### Conditions:

This is a Minijob (8 hours/week), **suitable for remote work with occasional office visits** (Ideally leaving in Regensburg or close to Regensburg).

Start date: **as soon as possible**

### Application:

Your contact person for questions: **Ms. Cristina Popa.**

Please send us your application with CV and certificates **no later than 15.09.2023** electronically to [cristina.popa@europarc.org](mailto:cristina.popa@europarc.org) .

We look forward to receiving your application and the earliest possible start date.