



# 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 at 50% 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 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.

Working in a small international and committed team in Bavaria, the candidate will liaise with nature protected areas across Europe. The main duties of the Finance Manager include

#### **I. Coordination and implementation of internal and external accounting:**

- Settlement payments;
- 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. 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);
- Proficiency in English;
- Theoretical and practical experience with the preparation of tax returns (NON-PROFIT organization);
- Experience in dealing with relevant Accounting Software such as Lexware;
- High level computing skills in Microsoft Office applications; especially Excel;
- 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.

## More information

This will initially be no more than a 2 year contract, likely to be renewed.

**CV with letter of interest detailing relevant experience. Applicants should submit their application in English or German to [office@europarc.org](mailto:office@europarc.org), with the subject Application – Finance Manager.**

EUROPARC Federation  
Headquarters

Waffnergasse 6  
DE-93047 Regensburg

Tel: +49 (0)941 5993598-0  
Fax: +49 (0)941 5993598-9  
Internet: [www.europarc.org](http://www.europarc.org)

