



EUROPARC

F E D E R A T I O N

Position: Financial Manager – full time position

Location: Regensburg, Germany

Do you like Nature and Numbers?

The 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 full-time Finance Manager/ Chief Accountant who is responsible for leading the finance and accounting of the Federation, based on EUROPARC's mission and values.

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;
- Completion of the financial statements;
- Independent preparation of tax returns;
- 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.

Required skills, knowledge and experience

Essential

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

Desirable

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

Position Conditions

- Duration: 2 years
- Full time - 40 working hours a week. Possibility to work partly from home office
- Annual salary: 45.000-50.000 Euro, reflecting our NGO status, please add your salary expectation.

Starting date

- Ideally September 2019

Applications

Please send a 1-page motivation letter and your CV to Ms. Michaela Zeller (m.zeller@europarc.org) indicating "Financial manager application" in the subject line until the 1st August 2019.

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