

EUROPARC Federation e.V.
Waffnergasse 6
DE-93047 Regebsburg

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Position: Bookkeeper (f/m/d) Part-time

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.

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

We offer:

- Flexible working hours
- Home office
- Occasional work in the office by arrangement
- A small and dedicated team
- International working environment

Conditions:

This is a part-time job (20 hours/week), suitable for remote work with office visits (once a week). The contract is initially limited to 1 year (extension likely).

Start date: **beginning of February.**

Application:

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

Please send us your application with CV and certificates **no later than Friday , 29 January 2021** electronically to cristina.popa@europarc.org .

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