



Position Title: Finance & Administration Senior Officer

Location: Regensburg, Germany.

Start and duration: April 2026, for 2 years.

About EUROPARC

The EUROPARC Federation is the leading network for Protected Areas in Europe. We represent hundreds of responsible authorities and thousands of Protected Areas in 40 countries. As the largest international membership organisation in Europe focused on Protected Areas, we serve as the united voice of these vital landscapes.

EUROPARC supports its members by fostering knowledge exchange, developing innovative tools for conservation management, and advocating for nature at the European Union, European, and international levels. We facilitate international cooperation in all aspects of Protected Area management to improve and conserve our shared natural heritage. We are a network of professionals, providing a forum to share experience, collaborate on technical projects, and progress common aims.

Our vision is Sustainable Nature; Valued by People. Our mission is to improve and champion the policy and practice of Protected Areas to ensure that our natural and cultural heritage is protected and enhanced for current and future generations. Our Strategy to 2030 reflects the needs and aspirations of those who work in and for Protected Areas.

Overall Purpose of the Role

The Finance & Administration Senior Officer is responsible for overseeing the financial operations and administrative processes of the organisation, ensuring compliance with relevant legal, financial, and project funder requirements. This position contributes to strategic planning and organisational efficiency, and includes support to project implementation through budget monitoring, reporting, and coordination of operational functions. The key focus of the position includes:

- **German Commercial Code (Handelsgesetzbuch - HGB)** compliant accounting and financial statements/closing (month-end + year-end)
- EU project financial reporting (annexes, eligibility rules, audit trail)
- Payroll coordination across multiple countries.
- Internal controls and audit readiness
- Leadership, supervision, and line management for a small team

Main Responsibilities

Financial Management and Reporting

- Prepare and manage monthly, quarterly, and annual financial reports.
- Coordinate payroll across multiple countries, including statutory declarations and pay slips.
- Develop, monitor, and update annual and project-specific budgets.
- Ensure timely processing of payments, invoices, and tax submissions.
- Maintain accurate financial records in systems such as Lexware and Paymo.
- Support external audits by preparing the required documentation and responding to auditor queries.

Project Financial Oversight responsibilities

- Monitor project budgets and ensure alignment with project funder requirements.
- Compile financial reports and annexes for EU-funded and other projects.
- Ensure correct allocation of personnel costs across funding lines.
- Track and report on expenditures, income, and reimbursements related to project activities.

Audit and Compliance

- Ensure adherence to internal control policies and project compliance requirements.
- Coordinate internal and external audits, including preparation of financial statements and declarations.
- Liaise with legal and tax advisors on regulatory matters.
- Prepare and submit statutory reports and declarations to authorities and funders.

Administrative Management

- Oversee the preparation and management of employment, service, and consultancy contracts.
- Oversee procurement processes and manage office resources and equipment.
- Support HR processes including onboarding/offboarding, time tracking, and leave management via Personio and internal systems.
- Maintain and update organizational documentation and systems, including internal procedures and inventories.
- Contribute, as needed, to general assemblies, council meetings, and reporting to governance bodies.
- Coordinate with IT, HR, and external providers to ensure operational continuity.
- Oversee development and review of relevant internal policy documents.

Team Management and Coordination

- Oversee daily operations and task distribution within the Finance and Administration team.



- Define priorities and ensure alignment with organizational goals and deadlines and monitor implementation.
- Provide guidance, feedback, and support to team members to enhance performance and efficiency.
- Provide training and guidance on financial procedures to staff and interns.
- Collaborate with project managers and leadership to support organizational planning.

Key Tools and Systems in use in EUROPARC

- Lexware (financial accounting)
- Paymo (time tracking and project budgeting)
- Personio (HR management)
- Microsoft 365 Suite
- Online banking systems and payment platforms

Requirements

- Affinity with the mission of the EUROPARC Federation: a strong motivation to work on nature conservation at international level.
- A master's degree in a subject relevant to the tasks to be performed.
- Ideally 5 years of relevant experience, such as budget controlling, auditing, and treasury management.
- Strong accounting skills.
- Familiarity with EU funding and experience in project fundraising is an asset.
- Experience in working in a management position, especially in a multinational & multicultural environment is an asset.
- Excellent oral and written communication skills in English; good knowledge of German is an asset.
- Full computer literacy, with experience in applying Microsoft Office as a minimum skill set.
- Ability to work within a team and independently.
- Strategic thinking and problem-solving skills with a results-oriented approach; solid ability to prioritize and meet deadlines.
- Highly motivated to learn and develop new skills, keen to bring in own ideas.
- EU National or holder of a German work permit.

What we offer

- 30 days of Annual Leave, based on a full-time position.
- The possibility to partly work in home office or remotely within Europe.
- Flexible working hours.

- An office in the heart of Regensburg.
- The chance to be part of an international team, with highly motivated colleagues from across Europe and beyond.