



Position: Senior Finance Officer

Location: Regensburg, Germany (hybrid working available), Malaga or another European City

Contract Type: Full-time, fixed-term contract (2 years)

Start Date: Juli 2026 or by agreement

Salary Range: € 46.000–€ 54.000 gross annual salary, depending on qualifications and experience

About EUROPARC Federation

EUROPARC Federation is the leading network for Protected Areas in Europe, representing hundreds of responsible authorities and thousands of protected areas across 40 countries. As Europe's largest membership organisation dedicated to Protected Areas, we serve as a collective voice for nature and support our members through knowledge exchange, policy advocacy, capacity building, and international cooperation.

Our vision is: "Sustainable Nature: Valued by People."

The Role

The Senior Finance Officer is responsible for overseeing the financial and administrative operations of EUROPARC Federation, ensuring compliance with statutory, donor, and organisational requirements.

The role plays a key part in supporting the Executive Director and leadership team through financial planning, budget management, reporting, and risk management. A particular focus is placed on EU-funded projects, financial compliance, and organisational sustainability.

Key Responsibilities

Financial Management and Strategic Planning

- Lead the organisation's financial management, budgeting, forecasting, and cash-flow monitoring.
- Prepare monthly, quarterly, and annual financial reports and accounts in accordance with German accounting standards (HGB).



- Support strategic financial planning and provide financial advice to senior management.
- Maintain and improve internal financial procedures and control systems.

EU Grant and Project Finance Management

- Oversee the financial administration of EU-funded projects and other externally funded initiatives.
- Prepare and review financial reports for funding bodies and project partners.
- Monitor project budgets and ensure compliance with grant agreements and eligibility requirements.
- Support project teams in financial planning, reporting, and expenditure monitoring.

Compliance, Audits and Governance

- Ensure compliance with legal, fiscal, regulatory, and donor requirements.
- Coordinate internal and external audits and manage audit preparation processes.
- Prepare statutory reports, declarations, and submissions to relevant authorities and funding bodies.
- Liaise with external auditors, tax advisers, legal advisers, and financial service providers.

Payroll and Administration

- Coordinate payroll administration across multiple European countries through external service providers.
- Provide technical guidance and oversight to the Junior Finance Officer and external bookkeeping support.
- Contribute to the continuous improvement of organisational administration and operational processes.

Systems and Tools

- Lexware (Accounting Software)
- Paymo (Project and Budget Management)
- Personio (HR Management)
- Microsoft 365
- Online Banking and Payment Platforms



Candidate Profile

Qualifications and Experience

- University degree in Finance, Accounting, Business Administration, Economics, or a related field.
- Minimum of three to five years of relevant professional experience in finance, accounting, financial management, or controlling.
- Good knowledge of German accounting standards (HGB) and financial reporting.
- Experience managing EU grants and project finances is highly desirable.
- Demonstrated experience preparing for and supporting audits.

Language Requirements

- German (minimum B2 level) is essential for accounting activities, statutory reporting, interaction with authorities, and compliance-related matters.
- Fluent English (minimum C1 level) is required for daily communication within the international team and with European partners, members, and funding bodies.

Personal Competencies

- Strong analytical and problem-solving skills.
- Excellent organisational and prioritisation abilities.
- High level of accuracy, integrity, and attention to detail.
- Ability to work independently while collaborating effectively within an international team.
- Commitment to the mission and values of nature conservation and sustainable development.

What We Offer

- 30 days of annual leave.
- Flexible working arrangements and hybrid working opportunities.
- A centrally located office in Regensburg, Germany, or Malaga, Spain or any other European City.
- Direct collaboration with the Executive Director and leadership team.
- An international and highly motivated working environment.
- Meaningful work supporting nature conservation across Europe.





- Opportunities for professional growth and development.
- A high degree of trust, responsibility, and autonomy.

Recruitment Process

Step 1 – Application Review

- Assessment of applications and selection of shortlisted candidates.

Step 2 – Online Introductory Interview

- An initial conversation to discuss experience, motivation, and mutual expectations.

Step 3 – Technical Interview

- A competency-based discussion focusing on financial management, EU project finance, compliance, and relevant professional experience.

Step 4 – Final Interview

- Final meeting with the Director to discuss organisational fit, responsibilities, and contractual arrangements.

We welcome applications from professionals who are motivated to apply their financial expertise in support of nature conservation and protected areas across Europe.

To apply, please send your motivation letter and CV to Pia Krämer (pia.kraemer@europarc.org) with the subject 'Application: Senior Finance Officer'.