



JOB OPENING

ALLEA e.V., the European Federation of Academies of Sciences and Humanities, is currently seeking a

Finance and Accounting Officer (part-time: 75% FTE)

to join our team in Berlin for the duration of two years, extension desirable, starting on 1 October 2024 or earlier.

Role and responsibilities

The ALLEA Finance and Accounting Officer (FAO) is in charge of most of the financial administration tasks that are generated through the activities of the organisation. Specifically, and in close collaboration with the senior operations staff, the FAO is responsible for the entire financial management cycle, while remaining vigilant to the applicable legal and regulatory framework that the organisation operates in. In particular, tasks of the Finance and Accounting Officer include:

Budget administration and management

- Financial administration and controlling of income and expenditures including via online banking software
- Regular reporting on institution's financial status quo, as well as supporting President and Executive Director with budget-related tasks when required
- Coordination and liaison with independent auditors in preparation of annual financial statements
- Invoicing and management of membership contributions and other donations
- Assisting with tax declarations and other fiscal issues
- Taking ownership of all operations pertinent to this role and acting as primary contact for other staff members on financial and accounting matters

Third-party funding and financial project administration

- Financial management and reporting of/for third-party funded projects, including, but not limited to the EU's Horizon Europe framework programme
- Preparation of financial reports, including financial analysis and projections, in conformity with internal procedures and regulatory frameworks (e.g. Grant Agreements with funders)
- Liaison with donors, project partners, auditors, and affiliates on agreements, funding requirements and guidelines

Accounting and Bookkeeping

- Filing of all relevant internal, project-related and other finance paperwork
- Processing invoices and payments, supporting purchasing processes in-line with internal policies, assisting with payroll-related journal entries
- Managing the presentation, circulation, filing and documentation of accounting and financial documents
- Preparation of financial information including financial analysis and projections, budget overviews and balance sheets both for internal reporting and for external donors

Skills and experience

- Degree in accounting, controlling, business administration, finances or equivalent
- Minimum 4-5 years' experience working in a similar capacity
- Very advanced knowledge of English and German both orally and in writing
- Experience in grant management and financial reporting to external donors, preferably EU
- Proficiency in using financial management and accounting software (especially *Starmoney*) desirable
- Proficiency in working with Microsoft Office 365, particularly Excel, Outlook, SharePoint, Teams
- Strong numeracy skills and analytical mindset, with strong understanding of budgets and spreadsheets
- Excellent organisational skills, keen eye for detail, and ability to prioritise tasks
- Team player with good interpersonal and communications skills, and ability to work with a range of different cultural backgrounds

Why join us

ALLEA e.V. is the European Federation of Academies of Sciences and Humanities, representing more than 50 academies from 40 EU and non-EU countries. ALLEA e.V. operates at the interface of science, policy and society and acts on behalf of its members to promote science as a global public good, facilitate scientific collaboration across borders and disciplines, improve the conditions for research, provide the best independent and interdisciplinary science advice, and strengthen the role of science in society.

You will be part of an international and dynamic team working in the centre of Berlin. As a not-for-profit organisation, our working environment is informal and collegial, and our team shares a dedication to work for a common greater good. This position offers the flexibility of combining working in the office and remotely.

The monthly gross starting salary (including annual extra payment pro-rata) for this position ranges between 3.000 € – 3.300 € (values corresponding to 75% FTE) depending on the level of qualifications, skills and previous experience. The employment contract will follow the conditions and regulations of the German civil service tariff TV-L.

ALLEA e.V. is an equal opportunity employer. For more information about us, please visit www.allea.org and/or follow us on [LinkedIn](#).

How to apply

If you are interested, please submit your application comprising a cover letter, short CV, and further references as appropriate in one single PDF document to recruitment@allea.org as soon as possible. Applications will be processed on a rolling basis.