

Skateistan

Finance Officer & Accountant

Location: Germany

Job Description

Role & Responsibilities

- To set up the finance function at the new HQ.
- To liaise with auditors and prepare annual audit file.
- To prepare financial information for donor reports and grant applications
- To undertake the internal audit of Skateistan projects.
- To review accounting systems and processes and make improvements where necessary.
- To supervise bookkeeping at project level, and be responsible for the training of project-based finance staff.
- To prepare monthly management information pack (for each project) including Fixed Asset Register's, bank reconciliation's, sales and expenditure analysis.
- To prepare project budget's and monitor monthly variances.
- To collate the day-to-day bookkeeping of each project in Peachtree, and provide management with a financial overview of the organization on a monthly basis.
- To oversee fundraising via different revenue streams, and advise on their development.
- To undertake any other adhoc work as deemed necessary.

Skills & Experience

Essential

- Qualified Financial Accountant (ACA or ACCA)
- At least 3 years audit and accountancy experience
- Experience of working within charity/NGO sector
- Experience working in a cross-cultural setting
- Management experience

Desirable

- Familiarity with Peachtree Accounting software
- Experience of setting up a new enterprise
- Fundraising experience
- Understanding of NGO tax and legal issues
- German language skills

