



Accounting Administrator

Job tender

About Us

There is an urgent need for real change. You've felt it, we've seen it. At ECONGOOD (Economy for the Common Good), we are on a journey to make the economy serve its true purpose: a better world for a good life for everyone on a healthy planet. This is why our movement is expanding rapidly. In order to meet the new demands and expectations, both internally and externally, we are committed to professionalising our structures, teams, and processes. Our vision is clear: Transforming the economy.

As the legal and organisational umbrella for our entire movement, the International Federation (IF) has several legal, accounting, and tax obligations. These obligations are crucial not only externally but also internally to ensure compliance with reporting, budget processes, and finance.

We are excited to invite a dedicated Accounting Administrator to join us in improving our processes, deliverables, and results. This role is integral to our Finance and Legal function within the (FMT), the executive body of the International Federation. Join somewhere you can make a difference.

Job Overview and Mission

In this pivotal role, you will ensure the fulfilment of all accounting, tax, and reporting obligations of the IF. You will be responsible for processing all financial transactions accurately and on time, offering professional support to the Financial Director.

Expected results

- Keep accounting books and tax liabilities up to date with accurate and correct information, ensuring compliance with current regulations and legislation.
- Publish high-quality reports on time.
- Further develop the budget process and enable all budget holders to manage their budgets effectively.
- Assess, process, and enter invoices into the accounting system in a timely manner.

Responsibilities and Duties

- Maintain financial records
- Prepare financial reports



- Support the preparation of the Annual Statement
- Reconcile accounts
- Manage accounts payable and receivable
- Support the annual budget process
- Update internal accounting databases and spreadsheets
- Provide support and advice to cost centre owners

Qualification

- **Education and Knowledge:** Background in Accounting or Industrial Business Management.
- **Experience:** Proven experience in Accounting, Bookkeeping, or similar roles within organisations; Preferable experience with NGOs and/or Associations; Knowledge of German tax regulations (ideally for both profit and not-for-profit organisations).
- **Specific skills:** Advanced analytical and Excel skills; Experience with Accounting Software (ideally DATEV next); Strong communication skills, preferably with experience in non-violent communication; Teamwork; Attention to detail; Numerical skills.
- **Personal characteristics:** Detail-oriented; Critical thinking; Flexible; Organised; Strong planning capacity; Empathy.
- **Language:** Fluent written and oral German is essential. Due to the international scope of ECONGOOD a good level of English (B2-C1) is required as well, additional languages are very welcomed.

Working conditions

- **Contract type:** Employee of the International Federation (staff member)
- (Service contract or hired employee possible)
- **Hours:** 20 hours per week
- **Place:** Hamburg (remote possible). Some face-to-face meetings in Germany are needed several times a year.
- **Salary:** From 2.200€ to 2.650€ (Employee) or 2.900€ to 3.500€ (Freelancer). ECONGOOD offers a just and competitive salary, calculated individually for each staff member. It includes factors such as work experience, living situation as well as place of living. Apply to learn more.
- **Benefits:** Hybrid or remote work, schedule flexibility, just salary model based on the Economy for the Common Good principles, 30 holiday's included (full-time equivalent for Employees), being part of an international community, non-profit, dynamic, transformable, value and purpose-driven workplace.
- **Diversity:** We are committed to creating a diverse and inclusive workplace. We welcome applicants from all backgrounds and do not discriminate based on race, gender, age, sexual orientation, religion, or disability. We strive to create an environment where everyone feels respected and valued.



Application

Send an email with your CV and a short letter stating your knowledge or interest in the ECG and the field of real economies, as well as relevant experience to federation@econgood.org by **23.9.2024**.

About ECONGOOD

The ECONGOOD organisation puts into action the Economy for the Common Good model, which advocates a more ethical economic model, in which the wellbeing of people and the environment become the ultimate goal of business. The worldwide movement exists since 2010 and is based on the ideas of the Austrian writer Christian Felber.

Currently the movement consists of over 4,000 activists in more than 170 local chapters and 40 associations. Over 1,200 businesses, towns and organisations have completed the Common Good Balance Sheet. Worldwide nearly 60 municipalities and 200 universities are actively involved in spreading the idea of the Economy for the Common Good. On 29 Sep. 2018 the International Federation was founded and now consists of 11 national associations. (12/2023)

Further Information: www.econgood.org

For general questions about the Economy for the Common Good, please contact: press@econgood.org.