



## EU-RUSSIA CIVIL SOCIETY FORUM ГРАЖДАНСКИЙ ФОРУМ ЕС-РОССИЯ

### Vacancy Announcement

#### Accountant at the EU-Russia Civil Society Forum

**EU-Russia Civil Society Forum (CSF)** ([www.eu-russia-csf.org](http://www.eu-russia-csf.org)) is looking for an Accountant for its Secretariat (starting as a half-time position, later - full-time). The employment is foreseen as of 1 August 2017.

The EU-Russia Civil Society Forum, founded in March 2011 and uniting more than 150 non-governmental organisations in the EU and Russia, is a platform for cooperation of civil society organisations with the purpose to develop common projects and positions, coordinate activities, and make their voice stronger in interactions with the general public, decision-makers, and other stakeholders. In particular, CSF promotes people-to-people exchanges and solidarity among civil society groups. It aims to influence EU-Russia relations for the public benefit in a wide range of public and intergovernmental interactions. The CSF is financed by the EU and other governmental and private donors.

The Secretariat of the Forum has been legally hosted by the German-Russian Exchange (Deutsch-Russischer Austausch e.V., DRA e.V.) and based in Berlin, Germany. In April 2017, CSF has been registered as a non-profit association in Germany and is currently creating its own operational system. The new position will be based first at DRA e.V. and later at CSF e.V.

#### **Job summary:**

The Accountant will be responsible for regular accounting-related processes from bookkeeping, bank transactions and cash payments, internal reporting to preparation of financial reports on CSF projects, preparation of balance sheet, P and L statements, other reports, etc. Development of CSF accounting system will be among the key tasks of the Accountant.

This position will start as a part-time position (20 hours per week, 1 August – 30 of September 2017) and will be turned into a full-time position (40 hours per week) from the 1<sup>st</sup> of October 2017 until 28 February 2018 with a possibility of multi-year extension, depending on available further project funding.

The Accountant should have relevant education and experience in accounting as well as knowledge on financial management of non-governmental organisations. The Accountant will be affiliated with the Financial Unit of the CSF Secretariat.

### **Job Description/ Main Functions:**

- Facilitating day-to-day operations of the entity (bank transactions and cash payments, bookkeeping and internal reporting, preparation of financial reports on CSF projects, preparation of balance sheet, profit and loss statements and other reports, etc.);
- Building-up CSF accounting system and facilitation of accounting-related processes (introduction of the accounting software, relations with the bank, transfer of existing financial information, establishing the payroll accounting system, controls and information analysis' system, etc.);
- Complying with necessary legal requirements through studying existing and new legislation, and advising on needed actions.
- Liaising with banks, the Tax Office and other relevant stakeholders on various financial issues;
- Recommending financial actions by analysing accounting options;
- Working with CSF Management, Financial Officer and, when needed, other members of the staff on various accounting and finance-related issues and project budgets;
- Preparation for audits;
- Implementing other relevant tasks to ensure a sound financial functioning of CSF.

### **Requirements/Job Qualification:**

- Specific education and at least 3-5 years of proven successful experience in accounting, good knowledge and experience with the German accounting system, relevant legal regulations (e.g. tax-, labour-related);
- Knowledge of German payroll accounting system and practical experience in this field;
- Experience in working with various accounting software (*Lexware* is a plus);
- Expert-level knowledge of *MS Excel*, other software;
- Experience in project accounting; experience with accounting in non-profits is a plus;
- Fluency in German and English or (and) Russian;
- Ability to prioritize and plan effectively; responsibility and commitment;
- Strong administrative and reporting skills and problem-solving abilities;
- Initiative and ability to work both in a team and independently;
- Valid work permit for Germany is a prerequisite for applying.

### **We offer:**

- 7 months employment: half-time from early August to the end of September 2017 (20 hours per week) and full-time from 1 October 2017 to 28 February 2018 (40 hours per week) at the CSF Secretariat in Berlin, with possibility of multi-year extension;

- A job in a growing and innovative international project/ organisation,
- Friendly working atmosphere and competent multicultural staff.
- Monthly salary of EUR 2.800 (employee's gross). Accommodation/ relocation and other related costs are borne by the candidate.

**How to apply:**

Please send your application ***before noon (CET), 14 July 2017*** (letter of motivation, CV, 2 professional references) to Anna Sevortian, Executive Director of CSF, at: [office@eu-russia-csf.org](mailto:office@eu-russia-csf.org).

The interviews will be conducted on 19, 20, 21 and 24 of July at the CSF Secretariat or – in exceptional cases - via Skype call. The introduction will take place through the first working week.

For more information see: [www.eu-russia-csf.org](http://www.eu-russia-csf.org) (CSF ), [www.austausch.org](http://www.austausch.org) (DRA).

Contact for inquiries: +49 (0)30 46 06 45 40