



Accounting Administrator

Job tender

Context

The evolution of ECONGOOD (Economy for the Common Good), its growth around the world, as well as the new demands and expectations both internally and externally, make it essential to professionalise the current structures, teams and processes in order to contribute to achieving our vision: "Transforming the economy".

The International Federation (IF), as the legal and organizational umbrella for the entire movement, must fulfil a number of legal, accounting and tax obligations not only to the outside world, but also internally to ensure the compliance in due time and form with reporting, budget processes and finance.

The International Federation seeks to improve these processes, deliverables and results by incorporating an Accounting Administrator. This role is linked to the Finance and Legal function into the (FMT), the executive body of the International Federation for the Economy for the Common Good.

Job Overview and Mission

This position shall ensure the fulfilment of all accounting, tax and reporting obligations of the IF. It should ensure that all financial transactions are processed accurately and on time, offering professional support to the Financial Director in that matter.

Expected results

- Accounting books and tax liabilities up to date and with accurate and correct information, ensuring that they are in accordance with the regulations and legislation in force.
- Reports published in time and with high quality.
- The Budget-process is further developed and all Budget holder are enabled to manage their Budgets.
- Invoices are assessed, processed in a timely manner and entered correctly into the accounting system.

Responsibilities and Duties

- Maintaining financial records
- Preparing financial reports
- Support preparing the Annual Statement



- Reconciliation of accounts
- Managing accounts payable and receivable
- Support the annual Budget process
- Update internal accounting databases and spreadsheets
- Providing support and advice to cost centre owners.

Qualification

- **Education and Knowledge:** In fields related to Accounting or Industrial business management.
- **Experience:** Accounting and Bookkeeping, preferable in NGO's and/or Associations, German tax regulations.
- **Specific skills:** Advanced analytical and Excel skills, experiences using Accounting Software (ideally DATEV next); Communication skills, preferably non-violent communication experience, teamwork, Attention to detail, numerical skills
- **Personal characteristics:** Detail-oriented, critical thinking, flexibility, organised and planning capacity, empathy.
- **Language:** Next to fluent German also fluent English is required due to the international scope of ECOnGOOD. Oral and written German and English is essential.

Working conditions

- **Contract type:** Employee of the International Federation (staff member) (service contract or hired employee possible)
- **Hours:** 12 hours per week
- **Place:** Remote job. Some face-to-face meetings in Germany are needed several times a year.
- **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@ecogood.org by **7.8.2024**.



About the Economy for the Common Good

The ECONGOOD organization 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.