

Finance Coordinator

Location: remote Start date: immediate Duration: min. 6 month Position: volunteer/intern

As the **Finance Coordinator**, you will play a key role in ensuring smooth and timely operations of Intiwawa's Finance team in Germany. In this role, you will lead the Finance team in an array of critical functions including maintenance of financial records and reporting.

Responsibilities

- Assist with record keeping and reporting for core organizational finance functions.
- Prepare a variety of financial and/or administrative reports (such as project-based profit and loss statement, income/expenses statement, balance sheets, cash flow statement, ect).
- Provide financial data to aid in organizational proposals and development activities for Intiwawa's programs or administrative areas.
- Identify and correct errors and discrepancies; inform the General Director of matters that require her attention.
- Provide support during monthly budget transfers.
- Assist in developing policies and procedures related to financial management and internal controls.
- Participation in monthly meetings, and regular team meetings.

Requirements

- Intermediate German skills, basic English skills
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Good knowledge of accounting and bookkeeping principles and terminology
- High level of interpersonal skills to handle sensitive and confidential situations and documentation
- Meticulous attention to detail
- Strong research, problem solving, and analytic skills
- Excellent organizational and solid administrative skills
- Ability to work in a multicultural and collaborative environment
- Previous experience in the administration field in the nonprofit sector (desirable)

Details

- The position is **voluntary** (unpaid) and part-time (**around 2-5 hours/week**)
- Flexible, unconventional schedule
- A letter of reference and certificate will be provided at the end of the term

Please send a letter of motivation, CV and your criminal record certificate to volunteer@intiwawa.com