

## Finance Officer

**Work Area:** Administration EBS Europäische Bildungstiftung gGmbH

**Working hours:** 40 hours

### Tasks:

- Master data maintenance in the area of finance and accounting
- Voucher management
- Calculation of fees
- Preparation of monthly invoices and direct debits
- Dunning
- Support of the accounting department regarding debtors
- Control of incoming payments
- Communication with parents
- Monitoring of deadlines
- Preparation of donation receipts and payment confirmations
- General administrative tasks
- Compilation of statistics

### Professional qualification:

- Completed training as a management assistant for office management or communications.

Or

- Completed commercial training

Work experience desirable.

### Personal skills:

- Communication skills and empathy
- Ability to work in a team
- Organizational skills, constructive work
- Loyalty and discretion
- Positive attitude towards working with parents and interest in intercultural work
- Confident appearance and command of the German and English languages, both written and spoken.

### We offer:

- Company pension scheme
- Subsidy for BVG ticket after the probationary period
- Voucher card after the trial period
- 26 days vacation/year
- Daily freshly cooked lunch at very favorable conditions
- Development opportunities
- Internal and external training
- Staff events
- Dynamic international team

The position is to be filled from 01 January 2021.

Please send your application to [hr@cosmopolitanschool.de](mailto:hr@cosmopolitanschool.de)