

# FINANCE MANAGER AUSTRIA

FINANCE VIENNA, AUSTRIA

[APPLY](#)



## Description

*Position at Ashoka*

## ABOUT ASHOKA

Ashoka is the world's leading association of social entrepreneurs — men and women with system-changing solutions that address the world's most urgent social challenges. We have been selecting and supporting Ashoka Fellows for the past 40 years, providing strategic long-term support to more than 3,800 of them in 84 countries. More info about Ashoka Austria: <http://ashoka-cee.org/austria/>

## FINANCE MANAGER AUSTRIA (32 hours/week – part time)

We are building up capacity to increase efficiency in managing finances in our regional set-up. For our office in Vienna, Austria, we are looking for a new team member to manage our Finances with a financial background, strong analytical skills, hands-on mentality, love for details & data, who is a real team player and has a passion for social entrepreneurship. Our new team member should be the go-to person for all topics related to finance including, but not limited to:

### Controlling

- Developing, coordinating and assessing the annual budget planning process in cooperation with budget holders and country representatives
- Gathering data/input from budget holders, elaborating the yearly Austria and program budgets, ensuring yearly budgets are approved
- Ensuring that forecasts are updated regularly by budget owners
- Reporting to the global organization on monthly basis
- Comparing budget to actual figures and respective analysis
- Preparing and providing monthly financial reports for budget owners (management dashboards)
- Supporting reporting to funders from a financial/cost perspective

### Accounting and Invoicing

- Issuing and managing invoices and following up on payments, including salesforce updates
- Managing bank accounts, preparing all wires and ensuring wire approvals by CEO's
- Managing the relationship with the external local accounting company
- Coordinating the yearly financial statement closing with the external local accounting company
- Checking quality and correctness of bookkeeping and actuals as provided by external local accounting firms (with budget owners)
- Being aware of local charitable regulations that impact accounting systems

## Tax & Other

- Supporting in finding solutions for tax related issues in specific country settings
- Improving financial processes and systems continuously
- Serving as point of contact for financial matters within the Austrian Ashoka legal entity also towards the global organization
- Knowledge of, interest in, working in the framework of various charitable/tax-exempt statuses, circumstances and regulations
- Monitoring and optimizing cash-flow

## WE ARE LOOKING FOR AN ENTREPRENEURIAL INDIVIDUAL WHO

- Has a completed university degree (Bachelor level)
- Has at least 1-3 years of finance experience, ideally in an international environment
- Has excellent knowledge of German and English
- Has an Interest in social entrepreneurship and current political developments
- Has excellent knowledge of MS Office, especially MS Excel
- Loves data and has an eye for detail
- Has a structured work approach, organizational talent, and ensures accuracy
- Has a strong Intercultural competence, teamwork, winning demeanor, professional manners
- Has Strong communication skills

## ABOUT THE POSITION:

- Location: Ashoka Office Vienna, travelling in Europe possible
- 32 hours per week (part time)
- Flexible working hours, energizing working environment, fantastic local Ashoka Team
- Monthly gross salary between 1,200€ and 1,680€ (for 32 hours per week part time), actual salary within that range dependent on the placement in the Ashoka Salary Framework in accordance with experience and other qualifications
- Possibilities for personal development through innovative trainings within the Ashoka Network
- Start Date: March 2020

## APPLICATIONS

**This job profile excites you and you are ready to join our vision towards Everyone a Changemaker?** Please apply directly via jobvite and include your CV and application letter addressing why you are the perfect match for this position and how you want to contribute to Ashoka more generally.

**Applications will be reviewed by 28.02.2020.**

*Data Protection is important to us. Please be aware that only applications that are submitted on jobvite can be considered and replied to.*