

We are hiring a

Financial Accountant (“Buchhalter:in” (m,w,d))

Full-time or Part-time

About us

Founded in 1972, IFOAM – Organics International works as an agent of change, **advocating for true sustainability in agriculture, value chains, and consumption**. We are an **international, non-profit organisation** with a membership spanning more than 100 countries and territories, promoting a holistic approach to food systems based on the principles of health, ecology, fairness, and care.

The position

It's an exciting time to join our team! We are growing and transitioning and therefore looking to strengthen our organisation by supporting the implementation of projects across different countries to promote organic culture. To this end, we are looking for a **Financial Accountant** to join our governance team of eight people. The role is intended for a proactive team player who is able to work collaboratively as part of a multicultural and interdisciplinary team.

As a financial accountant, you will contribute to the expansion of our accounting activities and (project) control facilities in line with our growth. You will also be part of a team of about 30 people based in Bonn, Germany and you will be reporting to the **Executive Director**.

We are aiming to fill this position as soon as possible.

Responsibilities

Accounting

- Manage all daily business and accounting transactions, as well as coordinate and process payments
- Prepare journal entries accurately and efficiently
- Handle quarterly and annual closings
- Prepare and handle project audits
- Reconcile accounts payable and receivable, and coordinate and prepare for the annual financial audit
- Prepare invoices for partners, projects and membership
- Maintain assets register/inventory lists
- Monthly review and analysis of bank account balances, balance sheets and profit/loss accounts
- Prepare tax declarations and file tax returns in close cooperation with our external tax consultant

- Handle external correspondences related to financial matters, e.g., with tax consultants, authorities, banks, insurance companies and donor organisations
- Comply with financial policies and public regulations

Monitoring and Administration

- Prepare organisational budgets and budget forecasts
- Consolidate project financial reporting and budgeting to the yearly organisational budget
- Provide regular and ad-hoc financial reports and information to management
- Assist the project coordinators in project accounting
- Handle various company-related insurances (inventory, liability, etc.)
- Oversee and further develop procedures and policies related to financial monitoring and accounting

Skills, Experience and Qualifications

- Bachelor's degree in finance, accounting or a similar educational background, e.g., "Bilanzbuchhalter"
- Strong accounting knowledge according to HGB (Handelsgesetzbuch – German Commercial Code)
- 5+ years of professional experience in accountancy, including doing a year-end closing
- Advanced MS Excel skills including Vlookups and pivot tables
- Experience working in the NGO environment is an advantage
- Strong systematic, analytical and conceptual understanding
- Fluency in English and German

Our Offer

We offer a **full-time** (40 hours/week) position with the opportunity to work part-time after a probation period of six months. The contract is initially for two years with the intention to extend to an unlimited one.

IFOAM – Organics International offers an annual salary comparable to those offered by other international NGOs of a similar size for similar positions in Bonn, Germany. The benefits package to support a possible move to Bonn will depend on your location.

How to Apply

Please submit your application in one single file (PDF) by emailing jobs@ifoam.bio and indicating in the subject line the title of the position you are applying to.

We aim to fill this post **as soon as possible and will accept applications until the post is filled.**

Your application must include a **cover letter, your CV and salary expectations**. Please be aware that we may request additional documents at a later stage. Short-listed candidates will also be asked to provide the names and contact details of two professional references. **Incomplete applications will not be considered.**