

**The European Forest Institute**  
**is now seeking a**  
**Business Controller (Finance)**  
**at EFI Bonn**

The European Forest Institute (EFI) is an international organisation, with 29 member countries and approximately 120 associate member organisations. EFI undertakes forest research and policy support at a pan-European and global level, with headquarters located in Joensuu, Finland. EFI has its other main offices in Barcelona, Bonn and Brussels. The Institute has approximately 120 staff members and has an annual turnover of approximately 15 million Euros. Further information about the organisation is available at [www.efi.int](http://www.efi.int).

To support the continued growth and development of EFI's office in Bonn, we are seeking a **Business Controller**. Reporting to the Head of Finance, who is located at EFI Headquarters, the Business Controller will work in close cooperation with local management and their respective teams to provide support and guidance relating to activities carried out from the office.

**Key responsibilities will include:**

- Ensure that all finance and related processes, policies, and practices are followed and proactively monitor, and propose areas for improvement
- Support the preparation of unit (department) financial plans/forecasts, prepare analysis, and conduct regular reviews and follow-up against these plans/forecasts
- Provide support and guidance to ensure effective management of projects
- Support the preparation of project proposals (bids), and the contract preparation process
- Support the implementation of a new accounting and project IT system, and act as the local "super user" for the system
- Support financial management, administration, and reporting at the institutional level

**Who are you?**

- You have a positive and customer focused attitude
- You have proven high level of self organisational skills
- You are flexible and willing to support tasks outside of the finance area, in order to build relationships within the team
- You are able to pragmatically define solutions and implement improvements

**Qualifications/Competences:**

- Bachelor or master's degree, with a focus on accounting or finance, or another recognised finance/accountancy qualification
- At least 5 years' experience within the Finance function, with at least 2 years involvement in budgeting, financial planning, and reporting activities
- Experience within a project focused organisation would be advantageous
- Familiarity with recognised accounting standards (e.g. International Accounting Standards, German GAAP, etc.), either through studies or by practical experience
- Fluency in both English and German is essential
- Experience using financial/book-keeping software and Microsoft Office applications is essential
- Experience in using ERPs (Oracle, SAP, etc.), would be desirable

**Duty Station**

The employee will be based at EFI's office in Bonn, Germany. There would be an expectation of occasional travel – once every 3 months, and slightly more often in the first few months – to EFI Headquarters.

**Employment conditions**

The employee will be an EFI staff member. A fixed term appointment of 5 years, with the possibility for extension and subject to a 6-month probationary period.

This is intended to be a full-time role, however for the right candidate a part-time contract (minimum 75%) could be considered. The role is intended to start ideally in March 2021, with first interviews conducted during January 2021.

Interested candidates are requested to send (in English) a CV including copies of academic degree certificates/diplomas with a motivation letter by **17<sup>th</sup> January 2021**, using our [online application form](#).

EFI is an equal opportunity employer. All applications will be treated confidentially.

Please note that only candidates that have been shortlisted for interview will be contacted.

Enquiries about EFI and the respective position are encouraged, and should be addressed to:

- Mark Pilbeam, Head of Finance, tel: +358 (0) 50 464 9480, email: [mark.pilbeam@efi.int](mailto:mark.pilbeam@efi.int)