

**The European Forest Institute
is now seeking a
Finance Officer
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.

To support the continued growth and development of EFI's office in Bonn, we are seeking a **Finance Officer**. Reporting to the Office Manager, the Finance Officer will be expected to work independently on the various financial aspects for the office that include both, addressing internal budgetary issues as well as interacting with external funding institutions at local and European level. Further, the Finance Officer will support the Office Manager by taking over some everyday tasks concerning office administration and work in close cooperation with the Heads of our [Resilience](#) and [Governance](#) Programmes and their respective teams to provide administrative support and financial guidance.

Key responsibilities will include:

- Ensuring that all salary costs reported in all projects are reconciled and are in accordance with applicable rules.
- Independently compiling the quarterly unit forecast for both programmes in Bonn.
- Undertaking project financial reporting and ensuring that revenue is correctly recorded in the accounts for the assigned projects.
- Project management support including assisting with project finance questions, project proposals and supporting project partners in accounting or administrative matters.
- Support staff with procurement, ensuring adherence to internal procedures.
- Supporting the implementation of a new accounting and project IT system and be the key user for the Bonn office.
- Overseeing employee hour booking process within the Bonn office.
- Ensuring all office expenses such as for IT-equipment and mobile phone plans are managed effectively.
- Checking, and approving or correcting invoices in the system in line with internal procedures.
- Undertaking other relevant finance or administrative tasks as agreed upon with the supervisor.

Who are you?

- You have a positive and customer focused attitude.
- You are able to organise tasks and work in a structured and efficient way.
- You have proven high level of self-organisational skills.
- You are flexible and willing to support tasks outside of the finance area to support the overall functioning of the team.
- You are able to work independently but also in a team.
- You have an affinity to working with numbers.
- You can accurately follow processes to ensure correctness of financial information.

Qualifications/Competences:

- At least a Bachelor degree, preferably with a focus on accounting or finance, or a similar qualification in office management.
- At least 2 years' experience within a Finance function, especially if the focus of education is not on finance. Some experience in performing checks and reconciliations would be advantageous.
- Experience within a project focused organisation would be advantageous.
- Professional proficiency in written and spoken English and German is essential.
- Experience using Microsoft Office applications is essential.

Duty Station

The employee will be based at EFI's office in Bonn, Germany.

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 80%) could be considered. The role is intended to start at the earliest possible date.

Interested candidates are requested to send (in English) a CV including copies of academic degree certificates/diplomas with a motivation letter by **27th May 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:

- Christiane Düring, Office Manager, E-mail: christiane.during@efi.int