

OPERATIONS AND FINANCE SPECIALIST

CALL FOR APPLICATION

Location:
home-based

Starting Period:
January 2025

Deadline for Application:
January 15th 2025

contact@genderassociations.com
www.genderassociations.com



GENDER ASSOCIATIONS BACKGROUND

GAIC - Gender Associations International Consulting GmbH (Gender Associations) is a Berlin-based, globally networked company that supports institutions and individuals to develop capacities, analysis and reflections to promote and ensure gender equality, as well as the human rights of diverse and vulnerable populations in fragile, crisis, conflict- and post-conflict situations. We provide practice-oriented research, policy analysis, capacity-building and technical assistance, through

an international network of almost 500 thematic and regional experts, led by our Lead Associates. These Lead Associates lend direction to our overall efforts, ensuring the depth and quality of our contributions. Among our clients and partners are different United Nations entities, the AU, EU, OAS, OSCE, governmental bodies and international as well as grassroots civil society organisations working on gender equality and sustainable peace.

JOB DESCRIPTION

Gender Associations is searching for an enthusiastic and experienced individual who can support our team with the management of our finances and operations, including tax declarations and financial planning. We envision that the Operations and Finance Specialist will also provide financial insights and recommendations to support our strategic decision-making.

This position will work under the guidance of the Gender Associations Director and Deputy Director, as well as in close collaboration with the Gender Associations project and management support team, Lead Associates and project specialists to support some of the following:

KEY RESPONSIBILITIES

Financial Operations

- Manage the processing, tracking, and processing of invoices in a timely and accurate manner.
- Oversee cashflow management, ensuring liquidity for operations and projects.
- Ensure compliance with VAT regulations, including filing, reconciliation, and audits.
- Improve and implement financial management systems, procedures, and systems to improve operational efficiency.

Project Financial Management

- Collaborate with project teams to prepare budgets, track expenses, and monitor financial performance.
- Ensure accurate financial reporting for donor-funded projects, adhering to specific donor guidelines.

Invoicing (Domestic and International)

- Generate and manage invoices for clients within the EU system and internationally.
- Ensure compliance with varying tax codes and regulations across jurisdictions.

Compliance

- Prepare VAT submissions, ensuring adherence to German financial standards.
- work closely with our tax office to ensure timely and accurate reporting.

Strategic Financial Planning

- Provide regular financial analysis and forecasting to support decision-making by senior management.
- Identify cost-saving opportunities and recommend improvements to financial systems and overhead structures.
- Contribute to the development of long-term financial strategies aligned with organizational goals.

REQUIREMENTS

- **Educational Background:** A degree in finance, accounting, or business administration.
- **Professional Experience:** A minimum of 5 years of experience in financial management, preferably EU, preferably in a German context; familiarity with international operations is a strong asset. Proven track record in managing VAT issues, cashflow, and compliance.
- **Technical Skills:** Proficiency in DATEV software and MS Office Suite, especially Excel. Experience with financial modeling, cash flow analysis, and budget forecasting.
- **Key Competencies:**
 - Strong analytical skills with attention to detail.
 - Proven ability to provide actionable financial insights and advice.
 - Excellent organizational and time management skills and the ability to manage multiple priorities.
 - Respect for diversity; integrity; and professionalism
- **Language Skills:** Fluency in English and working proficiency in German; additional languages are an asset.

WHAT WE OFFER

We offer a part-time position (est. 10- 15 hours a week) at a competitive salary level with flexible working hours in a motivated and supportive work environment.

APPLY

If interested, please share your updated CV and a brief motivation letter outlining your background related to the tasks described above. Please share all supporting materials **by 15 January 2025 23:59 CET** via email contact@genderassociations.com with the subject line **“Operations and Finance Specialist Application”**.

For questions and clarifications, please do not hesitate to contact us by email prior to the application deadline.