The pan-European non-profit organisation **THE CIVICS Innovation Hub** (**Bonn**, **Sofia**, **Zagreb**) supports citizens and civic educators in tackling major challenges of our time, such as threats to democracy, the causes and effects of climate change, and social divides. Through programmes, networks and participatory formats, we strengthen democratic skills, self-efficacy and resilience across Europe. Our projects are funded by foundations, public funding bodies and the European Union.

THE CIVICS Hub Bonn is looking for an Accountant & Controller (m/f/d), part-time (10.5 hrs/week), starting as soon as possible. The position is permanent, with a three-month probationary period. Working hours are flexible, and hybrid working is possible once you have settled in.

Do you keep track of the figures across several funded projects at once, work confidently in DATEV and want to put your bookkeeping experience to use for a good cause? Then apply to us at THE CIVICS in Bonn and help us make sure our projects stand on a solid financial footing – from day-to-day bookkeeping to the final financial reports for our funders.

Your field of activities:

As Bookkeeping & Grants Administrator, you will be responsible for our day-to-day financial accounting and for the financial reporting of our funded projects. You will work closely with our tax advisers and be the point of contact for our project teams on financial matters. Your tasks will include:

- Day-to-day bookkeeping in DATEV: account assignment and entry of receipts, accounts payable and accounts receivable
- Preparing payments and carrying out bank reconciliations
- Preparing month-end and year-end closings in cooperation with our tax advisers
- Maintaining cost centres and project accounts
- Recording project-related expenditure and allocating it to the budgets of funded projects
- Preparing payment requests, interim and final financial reports, in particular for EU programmes (e.g. Erasmus+, Horizon Europe, CERV)
- Checking receipts for eligibility and compliance with funding rules
- Supporting audits and reviews by funding bodies
- Advising project teams on financial matters
- Filing and documentation in line with statutory retention requirements

Your profile:

- Good knowledge of DATEV (Kanzlei-Rechnungswesen or Rechnungswesen, DATEV Unternehmen online, document management, payments) – you work independently in DATEV
- Professional experience in financial accounting
- Completed commercial vocational training (e.g. office management clerk, tax clerk) or a comparable qualification
- Confident use of MS Office, especially Excel
- Good written and spoken German; good English for working with our European partners is an advantage
- Experience in financial reporting for European funding programmes (e.g. Erasmus+, CERV, Interreg, Horizon Europe) desirable
- Knowledge of German non-profit law and of bookkeeping for a gGmbH or registered association (Verein) is an advantage
- A careful, structured and independent way of working
- Interest in civic education and civil society work

We offer:

- Meaningful work in a non-profit organisation with a European focus
- Flexible working hours that fit well with family life or another job
- Hybrid working once you have settled in
- A small, committed team with short decision-making paths
- A thorough induction into our funded projects and processes
- Salary: €23 gross per hour, based on the German public-sector pay scale TVöD (approx. €1,050 gross per month, subject to social security contributions within the reduced-contribution band, the "Übergangsbereich")

We look forward to receiving your application, including your CV, a short cover letter, references and your earliest possible start date, via e-mail at jobs@thecivics.eu (in a single PDF file, max. 5 MB). If you have any questions, please don't hesitate to contact Sabrina Räpple.