

Job title: Finance Officer	Function: Finance
Reports to: Finance Director	Location: Berlin
Direct reports: Finance/HR Officers	Work level: 1
Hours: Full time - 37.5 hours per week	
<p>Overall purpose of job:</p> <p>The Finance Officer will oversee the day-to-day financial activities of Skateistan’s headquarters and the Skateistan for-profit company, along with oversight and support for the financial activities of Skateistan’s projects in Afghanistan, Cambodia and South Africa. The Finance Officer will also support the preparation of budgets, monthly management accounts, annual financial statements and financial reporting to donors. The Finance Officer will also be tasked with developing the improvement and evaluation of internal accounting policies and controls, especially for remote reporting from Skateistan sites in Afghanistan, Cambodia, and South Africa.</p>	
<p>Key responsibilities:</p> <ul style="list-style-type: none"> ● Preparation, review and analysis of monthly accounts ● Revision of monthly payroll and payroll tax calculations ● Revision, approval and processing of monthly staff reimbursements ● Identification of tax issues across all Skateistan entities and enlisting expert advice as needed ● Assist with the preparation of annual budgets for all projects, in cooperation with national staff and Directors ● Preparation of annual financial statements and year-end paperwork for all Skateistan entities ● Review of fixed asset schedules and preparation of annual depreciation calculations ● Contact with auditors regarding audit queries during the annual audits ● Assisting with the preparation of financial information (budgets, budget explanations, budget versus actual reports) for grant proposals and grant reports ● Assist in communicating with major donors regarding finance issues such as changes to budgets ● Regular training and support of national Finance/HR Officers in accounting skills, accounting software and donor reporting ● Manage the daily requirements of Skateistan’s for-profit merchandise line <ul style="list-style-type: none"> ○ Answer customer emails ○ Manage inventory re-orders and relationships with suppliers ○ Manage relationship with third party fulfillment ○ Prepare sales invoices ○ Develop new products with Design and Communications team ○ Collaborate with Communications team on brand marketing activities, including coordination of product images and photo shoots ● Assist the Finance Director with German employment contracts ● Headquarters HR support and administration 	

Skills required:*Minimum professional and academic qualifications*

- Bachelor Degree in Finance, Accounting or Business Administration

Desired Experience

- Experience (internship, volunteering or job) either in an accounting firm or as a commercial accountant
- Experience working for a non-profit, preferably in a finance or administration capacity

Competencies and Knowledge

- In-depth knowledge of accounting software (Xero preferable but not necessary)
- Budgeting experience preferable
- Basic knowledge of internal audit procedures and external audit requirements
- Good knowledge of Google Suite and Excel
- Must be extremely organized, diligent and have an eye for detail
- Fluent English
- Professional-level German preferable
- Ability to multitask and prioritize
- Must be flexible and happy to assist in areas outside of finance
- Ability to work with people of different backgrounds, cultures and ages
- Willingness to use professional and personal contacts for ongoing advice and mentoring
- Motivated by a dynamic and fast-moving working environment
- A passion for development work