

# Job Opening

## Accountant (Finance Officer)



The Global Coffee Platform (GCP) is an inclusive multi-stakeholder sustainability association dedicated to advance coffee sustainability. Guided by the vision of a thriving, sustainable coffee sector for generations to come, GCP Members work together to achieve transformational change for 1m+ coffee farmers by 2030. GCP enables coffee producers, roasters, governments, traders, and NGOs to align and multiply their efforts and investments, collectively act on local priorities and critical issues, and grow and scale successful sustainability initiatives across the coffee world.

To complement our team, we are looking for an Accountant (Finance Officer).

In close collaboration with the Finance and Operations Director, you will manage the implementation of all relevant finance processes of a global coffee sustainability organization.

### 1. Your Responsibilities

- Accounting: You control all bank statements, general ledger entries, as well as handle accounts payable and accounts receivable transactions.
- Processes: You manage the purchase-to-pay and order-to-cash processes including invoicing, invoice verification and payment run.
- Closing activities: You assist with monthly, quarterly, and annual general ledger closing, and prepare financial statements in compliance with German and Swiss reporting standards and tax regulations.
- Treasury: In consultation with the FOD, you are responsible for the liquidity management of the organization.
- Inter-company: You take care of monetary flows between the holding entity and the operational headquarters level, as well as transactions between operational headquarters and in-country representations.
- Tax: You are responsible for monthly VAT returns.
- Funding: As part of various subsidies programs you interact with in-country teams and prepare utilization reporting according to individual reporting guidelines, and you conduct reporting analyses.
- KPI reporting: You contribute to maintaining dashboards for management accounting, by collating data from in-country representations.
- Payroll (optional): You are responsible for the preparation and follow-up of (external) payroll accounting according to German tax and social security laws as well as the associated monthly and annual closing work.

## 2. Your Profile

- **Education:** You have successfully completed your studies in Business Administration or look back on a successfully completed Finance-related vocational training. Professional certification (e.g. financial accountant or balance sheet accountant) is an advantage.
- **Standards:** You have good knowledge of and work experience with German GAAP (HGB) as well as essentials of German corporate tax law. Good knowledge of labor law and social security law would be a plus.
- **Software:** You are versatile in standard accounting software, where familiarity with Microsoft Dynamics is an advantage.
- **Controlling:** You command foundations of management accounting (controlling) and their implementation in Excel.
- **Communication:** In addition to German, you have a very good command of English, both written and verbal.
- **Collaboration:** You are used to collaborating, on an on-site and a virtual basis, with many colleagues from diverse cultural backgrounds.
- **Experience:** You have a record of at least four years of accounting work. Experience in the sustainability and development work sector is a plus.
- **Approach:** You are able to identify incomplete or inaccurate data, derive the root cause and create an escalation plan as a joint effort. You are ready to support the integration of new regions into financial processes.

## 3. Our Offer

- **Job type:** This is a full-time position within GCP (40 hours/week) with a period of employment of initially one year, extension desired.
- **Compensation:** Depending on experience and competencies, from EUR 42,000 to EUR 50,000. The contract includes 30 days of holidays and a job ticket.
- **Location:** The position is based at the GCP Headquarters in Bonn, Germany (Rheinaue).
- **Perspective:** We want you to grow with the Global Coffee Platform and its vast network!

## 4. How to Apply

Please send your application in English (a short letter of motivation, Curriculum Vitae, reference letters and reference contact details) with earliest start date and salary indication by email to [applications-gcp@p-4-d.org](mailto:applications-gcp@p-4-d.org).

Please refer to “Accountant” in the subject line of your email.



The deadline for applications is November 29<sup>th</sup>, 2024. Online interviews with the shortlisted candidates are planned in the week of December 9<sup>th</sup>, 2024. Applications will be reviewed on a rolling basis.

Employment start is envisaged for February 1<sup>st</sup>, 2025.

Applications will be treated with all due discretion.

For more information about the Global Coffee Platform please visit:

[www.globalcoffeeplatform.org](http://www.globalcoffeeplatform.org)