

Junior accountant (d/f/m)



Period: As soon as a suitable candidate is found; 10-15 hours per week for at least 6 months

Type: Paid position for students (university enrolment in Germany)

Location: Berlin

Climate & Company is the leading German think tank for sustainable finance and biodiversity. We take sustainability seriously and pick our projects to contribute to a better future for all people and the planet. For our administrative team we are looking for someone with passion for numbers, who can support us with our (preparational) accounting.

Our international team at Climate & Company works mostly remotely; however, there is an office in Berlin that is available for you.

Your tasks: to support our admin team:

- preparational accounting & accounting / working with DATEV online
- Support in controlling, forecasting activities and reports
- Ad hoc support of Admin-Team

Requirements:

- University enrolment in Germany, that specialises in economics, business administration or finance
- Accounting and controlling know how
- High affinity towards figures and data
- Analytical skills, accuracy, error-free task handling
- Ability to work independently
- Excellent written and verbal **German** (essential) and English skills
- Excellent time-management skills
- Know-how of MS Office (especially Excel) and (optionally) Datev or similar application
- Courage to apply even if you don't tick all the boxes!

Please include in your application a detailed curriculum vitae and a short letter of motivation. Please submit your application addressing Marleen at jobs@climcom.org and including the job title “Junior accountant” in the subject line.

Thank you for your interest!