



JOB POSTING

ADMINISTRATIVE AND FINANCE OFFICER OF THE PROJECT „PERSPECTIVES 2”

at the Goethe-Institut Czech Republic

Scope of employment: 75 % (30 hours per week)

The Goethe-Institut is looking for a dedicated colleague for the financial and administrative management of the project "Perspectives 2" starting 01|12|2024. Due to the duration of the project, the position is limited until 30|11|2025.

The Goethe-Institut e.V. is the globally active cultural institute of the Federal Republic of Germany. We promote knowledge of the German language abroad and foster international cultural cooperation. „Perspectives 2“ is a specially funded project (EU funds) in which we continue to develop a label for independent, constructive, multi-perspective journalism for young adults is created. „Perspectives 2“ is implemented by an editorial network from Central Eastern Europe under the leadership of the Goethe-Institut and with the participation of the online magazine Jádu. „Perspectives“ promotes the work of young and aspiring journalists through a junior reporter program, among other things. Accompanying events make journalism and opinion making tangible in an innovative way in physical space.

Goethe-Institut e.V.
Zweigstelle Tschechische
Republik

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DIČ: CZ683868819
www.goethe.de/prag

As the Finance and Administrative Officer for „Perspectives 2“ your responsibilities will essentially include:

- Review, implement and ensure compliance with financial policies that apply to an EU-funded project (Grant Agreement);
- Ensure compliance with the German Federal Budget Code (Bundeshaushaltsordnung, BHO), German procurement rules and Goethe-Institut specific regulations;
- Preparation of all payment-substantiating documents and invoices within the framework of the project;
- Support administrative processes in relation to the implementation of the online magazine Jádu (tenders, invoices, etc.)
- Keep accurate records of all financial transactions;
- Ensure that the project budget is kept up-to-date with the latest transactions and changes;
- Process invoices, reconcile bank statements; participate in financial audits;
- Support the Project Manager in the drafting of the interim and final project reports required by the funding authority;
- Communication with project partners on all matters and questions pertaining to the project's financial framework and guidelines.

Requirements:

- Proven work experience in financial and accounting procedures;
- Experience in the financial and administrative aspects of project management and very good organisational skills;
- Experience using financial software, willingness to acquire knowledge of Goethe-Institut specific financial software;

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- Advanced MS Excel skills;
- Knowledge of the German Federal Budget Code and procurement rules, or willingness to acquire such knowledge;
- High communicative competence and high service orientation;
- Flexibility, ability to work in a team, ability to work accurately under pressure and with tight deadlines;
- Very good knowledge of written and spoken German and English;

We offer:

- A creative work within the framework of a European project with international partners;
- A supportive and committed team;
- Possibility of remote working by arrangement.
- the opportunity to work part-time in a job sharing model with reduced working hours (e.g. 20 hours per week) ;
- An exciting and varied field of activity in the German Cultural Institute, including free access to many cultural events;
- Modern office in a landmark building in the historical centre of Prague;
- Possibility to enroll on a free German language course at the Goethe-Institut.

Application process:

- Please send your application in digital form with the required documents (letter of motivation, CV, references) in German or English as a PDF file to prag-bewerbungen2@goethe.de.
- The application deadline for this job posting is **November 15th 2024**. Please note that applications received after the deadline will not be considered.

Data Protection:

The Goethe-Institut collects, processes and uses personal data of the applicant's personal data both for the purpose of filling the position and within the within the framework of the legal permissions and any declaration of consent granted to the Goethe-Institut under data protection law. Further details can be found in the separate data protection declaration, to which we hereby expressly refer. You can find this at: www.goethe.de/ins/cz/de/dat.htm.

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