



## CALL FOR APPLICATIONS

Deadline 19.12.2024

### EU PROGRAM "INNOVATION. MEDIA. MINDS: SUPPORT TO PUBLIC SERVICE JOURNALISM IN THE WESTERN BALKANS"

Full time position based in Athens (Greece)

On behalf of the European Commission, the Goethe-Institut is managing the Program "Innovation. Media. Minds (IMM): Support to Public Service Journalism in the Western Balkans" in collaboration with its implementing partner Deutsche Welle Akademie. With a budget of €3.3 million and over the period of 39 months, the Program works with Public Service Media (PSM) in Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia, and Serbia.

For this Program we are seeking to hire a

#### ACCOUNTING AND ADMINISTRATIVE OFFICER

The Accounting and Administrative Officer will work under the supervision of the Head of the Accounting and Administration Department at the Goethe Institute in Athens and the IMM Team Leader, and in close collaboration with the IMM Regional Manager for Finance and Compliance, handling all aspects of accounting and financial management of the IMM Program.

This is a full time position with a contract until August 2026 based in the Goethe-Institut in Athens (Greece).

The applicant is expected to start as soon as possible.

#### OVERVIEW OF THE ROLE AND MAIN RESPONSIBILITIES

- Accounting:
  - Booking all ongoing financial transactions in the internal pre-programs Doxis and PPS;
  - Checking documents for accuracy and regularity;
  - Handling complex booking cases in collaboration with the Goethe Institute headquarters in Munich;
  - Liquidity management; registering and monitoring of outflows of funds;
  - Preparing accounting and financial evaluations;
- Controlling:
  - Planning, monitoring, and controlling the annual budget of the participating institutes using the internal financial planning tool PPS;
  - Supporting financial controlling of the EU Program and its donors;

#### Goethe-Institut

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[www.goethe.de/athen](http://www.goethe.de/athen)

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- Miscellaneous
  - Conducting project-specific procurement requests and collecting all necessary documents for all Program-related activities in accordance with donors and Goethe Institute regulations;
  - Assisting in monitoring all financial payments, including those for Program grant holders;

### **REQUIRED QUALIFICATIONS**

- Degree in accounting or a related field;
- Several years of experience in accounting, ideally in an international environment or the non-profit sector;
- Experience and sensitivity in dealing with different cultures and international teams;
- Willingness to adapt to changing requirements and working conditions

### **ROLE SPECIFIC KNOWLEDGE AND SKILLS**

- Experience with common accounting software such as SAP, DATEV, or similar Programs;
- Good knowledge of Microsoft Excel and other Office applications;
- High accuracy and diligence in working with numbers and financial data;
- Ability to manage multiple tasks simultaneously and meet deadlines;
- Good written and verbal communication skills;
- Fluent in German and English;

### **DESIRABLE**

- Experience working on projects within the Western Balkans region;
- Knowledge of a W. Balkan language;

### **WE OFFER**

- A competitive salary and attractive working conditions based on the local Goethe-Institut Athens employment scheme
- 29 days of holidays
- Flextime

The Goethe-Institut stands for the diversity of all employees. We welcome applications from all interested parties, regardless of their cultural and social background, age, religion, gender, ideology, disability and sexual identity.

In the case of equal suitability and qualifications, applications from people with severe disabilities will be given preferential consideration.

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The Goethe-Institut is an equal opportunities employer and supports inclusion. Disabled applicants who meet the essential criteria, will be treated with preference.

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By submitting your application documents, you agree to the storage of your personal data (according to Art. 4 No. 1 GDPR) for the duration of the application process.

Please submit your application (CV and cover letter) in English, highlighting how your skills and experience meet the role profile to **[Bewerbungen-athen@goethe.de](mailto:Bewerbungen-athen@goethe.de)**. Please indicate your earliest starting date in your application.

**Applications are accepted until 19.12.2024**

**The candidate will need to hold work permit of the respective position location. The Goethe-Institut will not be able to sponsor a work visa to work.**

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