



ALLEA e.V. is the European Federation of Academies of Sciences and Humanities, representing more 59 academies from 40 EU and non-EU countries. ALLEA operates at the interface of science, policy and society and acts on behalf of its members to promote science as a global public good, facilitate scientific collaboration across borders and disciplines, improve the conditions for research, provide the best independent and interdisciplinary science advice, and strengthen the role of science in society.

For our Berlin office, we are seeking a versatile and committed

Senior Finance and Operations Officer (part-time: 65-75% FTE)

to join our international team starting **1 March 2025** or as early as possible for a parental leave replacement until **30 November 2026**. This part-time position offers you the opportunity to contribute to our work by ensuring smooth financial management and efficient project administration.

Your Role:

The ALLEA Senior Finance and Operations Officer (SFOO) is responsible for managing the organisation's financial administration, including for third-party funded projects. The SFOO oversees the entire financial management cycle while ensuring compliance with relevant legal and regulatory frameworks. Key responsibilities include:

- ✓ Managing income and expenditures, including through online banking software.
- ✓ Invoicing and managing membership contributions and donations.
- ✓ Accounting, bookkeeping, and filing of finance documents.
- ✓ Processing invoices and payments, supporting payroll services.
- ✓ Administration and reporting of third-party funded projects (especially EU Horizon Europe programme).
- ✓ Drafting financial reports, analyses, and regular reporting to President and Director.
- ✓ Liaising with donors, project partners, auditors, or tax advisors on finance administration.
- ✓ Coordinating external audits and submission of tax declarations and assisting with other fiscal matters.

What we are looking for:

- ✓ Degree in accounting, controlling, business administration, finance or equivalent.
- ✓ Several years' experience working in a similar role.
- ✓ Team player with advanced knowledge of English and German (both orally and in writing).
- ✓ Experience in grant management and financial reporting to external donors, preferably EU.
- ✓ Experience in financial software and Microsoft Office 365 applications.
- ✓ A passion for numbers and analytical mindset.
- ✓ Organisational skills, keen eye for detail, and ability to prioritise tasks.

You don't meet all the listed requirements? Consider to apply anyway! We welcome diverse skills and experiences. Please send your application (cover letter, CV and, if applicable, further references) in one single PDF document as soon as possible to recruitment@allea.org. Applications will be processed on a rolling basis.

What we offer:

- ✓ **International working environment** as part of a committed team with flat hierarchies.
- ✓ Options to **work flexibly** between our office facilities in the centre of Berlin and remotely.
- ✓ **Competitive salary** between 3.900 – 4.400€ monthly gross (corresponding to 100 % FTE), depending on qualifications and experience level.
- ✓ Employment contract follows regulations of German TV-L collective agreement and includes **annual bonus, overtime compensation, and 32 annual leave days** (including 24 and 31 December).
- ✓ **Job ticket subsidy** of 40 Euro per month (Deutschlandticket) and **company pension scheme subsidy** (bAV).
- ✓ **Training opportunities**.

ALLEA promotes equal opportunities and diversity. We welcome applications from people of all backgrounds, genders, sexual orientations and abilities. Further information can be found on our [Website](#) or [LinkedIn](#).

If you have any questions, please contact: Lydia Götzte, ALLEA HR and Administration Officer | goetze@allea.org | Phone: 030 206 066-502