



# FINANCE AND OPERATIONS ASSISTANT

## SUMMARY OF POSITION

As a maternity leave replacement, we are looking for an ambitious, proactive-thinking team member to support us in ensuring efficient and accurate financial and operative processes.

With decades of experience in foresight consulting and research, Rohrbeck Heger is one of the world's premier strategic foresight consultancies, with numerous different projects at once, in different countries, with different currencies and legislation. In 2021, Rohrbeck Heger joined Creative Dock Group, the largest independent corporate venture builder in the EU and MENA, enriching its innovation and venture development capabilities with added foresight expertise. As a member of our international finance team, you'll focus on the Rohrbeck Heger entity's financials while also overseeing daily business operations within the innovations team.

## KEY TASKS & RESPONSIBILITIES

- Perform daily accounting activities, such as updating budgets, forecasts, and the operating plan, processing bank payments, and managing accounts payable and receivable activities
- Assign and correct cost centers, identify and resolve invoicing issues and accounting discrepancies
- Manage expenses, reimbursements, and credit card platform
- Ensure compliance with company standards and procedures
- Provide ad-hoc support to all business units, including administrative, financial, and human resource departments
- Support administrative project onboarding within the group
- Provide support to the Operations Manager as and when required, and work closely with the operations team to optimize processes

## SKILLS & EXPERIENCE

- Discrete and able to work confidentially
- Reliable and able to work in a fast-paced environment with a positive can-do attitude
- Advanced skills in Microsoft Excel/Google Sheets and familiarity with accounting software



- Good knowledge of accounting and bookkeeping procedures, familiarity with balance sheets and cash flow statements
- Strong eye for detail and the ability to spot numerical errors
- Structured and independent way of working
- Fluent in English and good German skills are mandatory.
- Able to manage a busy and varied workload, excellent organizational and time-management skills
- Completed training as a tax clerk, Master's degree in business administration/controlling/accounting, or finance or comparable qualification with ideally up to three years of professional experience in the described field of activity

## WHAT WE OFFER

- Full-time employment if based in Germany or freelancing if based in Europe
- Competitive salary
- Possibility to work remotely and flexibly from an EU country; being based in Berlin is a big plus
- A dynamic and exciting work environment in a strong international team
- Enjoy the flexibility and opportunities of a start-up-like environment
- Possible further employment opportunities in our growing company
- Company upskilling and mentoring program

## SUBMISSION & CONTACT

- If you would like to be considered for this position, please email us your CV and provide answers to the following questions:
  - What is your favorite Excel/Google Sheets formula? Why?
  - What sparked your interest in finances or operations?
  - How does your experience contribute to our finance and operations team?
  - What are your salary expectations?
- Contact: Eva Krčová
  - [recruiting@rohrbeckheger.com](mailto:recruiting@rohrbeckheger.com)