



## Accounting & Administration Assistant

**Job Title:** Administration & Accounting Assistant

**Location:** Frankfurt am Main

**Company:** EFFAS

**Job Type:** Full-Time / (40 hours/week),

### About EFFAS:

The European Federation of Financial Analysts Societies (EFFAS) has an international work environment that promotes ideas, designations recognized at European & worldwide level, embraces change, and provides opportunities to every of its members' societies. We are on a fast track within the financial market industry and are seeking a highly skilled professional to take us even further.

### YOUR MISSION:

Reporting to the Director Finance & Administration at EFFAS, as an Administration & Accounting Assistant, you will play a vital role in supporting the administrative & accounting functions of our organization. Your proficiency in both English and German, along with your knowledge of Microsoft Office and Accounting Systems, will be crucial in ensuring the smooth operation of our office.

### RESPONSIBILITIES:

- Assist with bookkeeping & accounting tasks.
- Provide administrative support to the management team.
- Handle general accounting and office duties.
- Maintain organized records and documentation.
- Prepare financial reports and documents as needed.
- Collaborate with colleagues to ensure efficient office operations.

### YOUR PROFILE:

- Proficiency in both English and German (B2 level or higher written and spoken).
- Strong knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Familiarity with accounting software and systems.
- Minimum of 2 years of experience in accounting or administrative roles.
- Professional training or certification in accounting.
- Excellent organizational and multitasking abilities.
- Strong attention to detail and accuracy.

### THE OFFER:

- Competitive salary commensurate with experience.
- Annual pass for public transportation within the Frankfurt City.
- Supportive and collaborative work environment.
- Remote work flexibility.
- Professional development and paid training.
- Company equipment: access to a Notebook and headphones (for the duration of the employment).
- Office based in Metropolitan Frankfurt Area.

### HOW TO APPLY:

Please, send your updated resume, and cover letter to Carlota Navarro, Talent Acquisition Director at We Find Group:

[carlota@wefindgroup.com](mailto:carlota@wefindgroup.com)

All data will be handled in accordance with the data protection policy and with strict respect of confidentiality.