



Job Title: Finance & Administration Analyst

Location: Frankfurt am Main

Company: EFFAS e.V

Job Type: Full-Time

About Us: 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.

Job Description:

Reporting to the Finance & Administration director, as a Finance & administration Analyst at EFFAS, you will play a vital role in supporting the administrative and accounting functions of our organization. Your good knowledge of both English and German, along with your experience with Microsoft Office and accounting systems, will be crucial in ensuring the smooth operation of our office.

Responsibilities:

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

Qualifications:

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

Benefits:

- Competitive salary commensurate with experience.
- Annual pass for public transportation within the Frankfurt City
- Professional development and paid training.
- Supportive and collaborative work environment.
- Remote work flexibility (2 days a week)
- Company equipment: Notebook and headphones (for the duration of the employment)

How to apply:

Please send your updated resume and cover letter to EFFAS office: effasadmin@effas.com