



Job opportunity

Join **GIVING HANDS** – Make a Difference Across the Globe

GIVING HANDS is a **globally** active, **independent** development cooperation organization with impactful projects on every continent. Our mission is to serve humanity, offering support to individuals facing challenging circumstances.

To strengthen our team in Bonn, we are looking for a motivated and independent colleague to take on the role of:

Finance - Bookkeeping - Accounting - Controlling

What We **Offer**:

- A pleasant and inspiring workplace in one of Bonn's oldest Art Nouveau buildings, located in the heart of the city
- Competitive remuneration, including a 13th monthly salary and vacation pay
- A supportive and collaborative working environment with an annual professional development program
- Opportunities for inspection trips to our project countries (subject to suitability and interest)

Your **Key Responsibilities**:

- Overseeing and managing bank accounts, accounting, and financial reporting (internal and external)
- Coordinating with banks, external tax consultants, and business/project partners
- Handling domestic and international bank transfers
- Supporting the preparation of monthly and annual financial statements
- Assisting with budgeting, fundraising evaluations, and reviewing monthly business reports
- Identifying opportunities to improve efficiency, including automating recurring tasks
- Managing accounts payable/receivable and general office administration (e.g. procurement, telephone services, donor contacts)

What **We're Looking For**:

- A solid background in business administration and accounting, with relevant professional experience or training
- Proficiency in MS Office (especially Excel); knowledge of VBA and basic hardware/network skills are a plus
- Fluency in German and English, both spoken and written, to match the international scope of our work
- A strong affinity for working with numbers, meticulous attention to detail, and a structured work style
- A team-oriented, solution-focused, and collaborative mindset
- A proactive approach and eagerness to take responsibility for further developing processes

Position Details:

- This is a full-time position based in Bonn.

If you see yourself thriving in this role, we'd love to hear from you! Please send your application, preferably by email, to gl@giving-hands.de (Management: Davide Zaccariello).

Let's make the difference together!

GEBENDE HÄNDE

Gesellschaft zur Hilfe für notleidende Menschen in aller Welt mbH

Geschäftsführer: Davide Zaccariello

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