



HE Space is a successful international space company. For over 40 years, we have been supporting our customers with qualified experts in the field of engineering, science and administration.

Financial Administrator (24-32 h)

Key Tasks and Responsibilities

As part of the Finance team, you will have the following responsibilities:

- Administer Accounts Receivable and Accounts Payable;
- Process incoming invoices;
- Administer day-to-day finances;
- Lodge cash and manage online banking including online payments and transfers;
- Prepare monthly accounting reconciliations;
- Assist in monthly, quarterly & annual reporting;
- Administer payment of bills, invoices and staff and expense claims;
- Ensure financial controls.

Skills & Experience

You will have the following qualifications and relevant experience:

- Minimum 2-3 years of experience in financial administration;
- A working knowledge of a financial software package;
- A positive and professional attitude towards challenges;
- Focusing on details and ensuring tasks/processes/outcomes of high quality;
- Taking responsibility for tasks assigned;
- Able to take initiative;
- Flexible and proactive in your approach to working;
- Good communication skills;
- Fluency in English is mandatory; knowledge of another European language is an advantage.

This job is located in **Darmstadt or Bremen**.

If you think you have what it takes for this job, please send us your CV together with a letter of motivation (both in English and in Word) to Viktoria Panicharova quoting job **24107** before **26-Aug-24**.

An exciting and dynamic international working environment awaits you!