

Finance Assistant

Ground Truth Solutions (GTS) is looking for a Finance Assistant to join our team in Vienna.

Our mission is to ensure that people affected by crisis have a say in humanitarian action, from individual projects to global humanitarian reform. We help people all over the world to provide feedback to humanitarian agencies. Then we challenge and support those agencies to listen to feedback, and to deliver the best aid possible. Pioneering this work in the humanitarian sector, we work with the biggest and most ambitious funders and aid agencies in some 25 countries. Find out more about our current and past projects here: www.groundtruthsolutions.org/our-work/all-projects

What we are looking for

As Finance Assistant, you are well organised, exceptionally diligent with a keen eye for details. You bring basic knowledge on financial administration and financial management of projects, with a strong will to learn and progress under the guidance of our Finance Manager. You are motivated to make a positive impact on the humanitarian sector and to work in an international team.

Main responsibilities

- Preparing and filing bank and cash payments
- Collecting and reviewing required procurement documentation and travel expenses, ensuring that procurement is carried out in accordance with internal and donor-specific requirements
- Assisting with research and price estimations of goods and bookings requested
- Filing, scanning, sending soft and hard copies of finance documents as required by internal processes
- Perform other tasks related to finance on an ad hoc basis

Required skills and experience

- Training in business administration or office management, with entry-level working experience in financial administration and/or management
- Experience with non-profit sector and public donors is an asset
- Demonstrated ability to work independently, be creative and flexible in adjusting to challenges and opportunities
- Excellent time management skills and ability to multitask and prioritise work independently
- Proficiency in Microsoft Excel and Outlook
- Fluent in English. Knowledge of German or other languages an asset

What we offer

- Unlimited contract (full-time), this includes a competitive salary package (22.000-25.000EUR yearly gross), relocation allowance (1.500EUR net), flexible working hours, professional development fund (500 EUR/year), 25 days of annual leave and 13 Austrian public holidays.

Apply now

For further information on this vacancy or to submit an application (CV and short cover letter in English), please contact hr@groundtruthsolutions.org with the subject line "2020 Finance Assistant application" by **29 February 2020**. Please let us know why you want to join GTS, how you would help contribute to our mission and where you saw this job ad.