

Frankfurt, 4. April 2023

Administrative Assistant

Location: Frankfurt am Main, Germany
Reports to: Controlling & Accounting Manager
Envisaged Start Date: As soon as possible
Contract: Full time / 5 days a week

Nature Trust Alliance (NTA) is seeking an organized and passionate multi-tasker for the role of an Administrative Assistant. This post offers the opportunity to contribute, from the back office, to nature conservation while gaining experience in the administration and management of non-profit organizations.

Nature Trust Alliance (NTA) is a unique collaboration between four of Europe's leading conservation trust funds: the Caucasus Nature Fund (CNF), the Prespa Ohrid Nature Trust (PONT), Legacy Landscapes Fund (LLF) and the Blue Action Fund (BAF). NTA provides operational support services (financial management, administration, governance, reporting, etc.) facilitating to the funds the chance to focus on their core missions of employing innovative and sustainable financing mechanisms for nature conservation.

The role

In addition to ensuring efficient coordination of day-to-day administration of the Frankfurt office, the Administrative Assistant will assume some tasks in the areas of financial management, bookkeeping and reporting. The right candidate must be a highly organized, detail-oriented, creative self-starter with proven experience in finance administration and office management.

Key Responsibilities

- Responsible for the preparation, reviewing and filling of monthly and travel expense reports
- Support with execution of payments
- Work with partner staff in maintaining payment information and entries to grant management database
- Office management including keeping supplies stocked, fixing problems with equipment, maintaining digital and physical files, correspondence and data filing
- Support with HR administrative tasks
- Ad hoc support to Operations Manager and Finance Director

Profile

- At least 2 years of work experience and excellent knowledge of MS office, esp. Excel.
- Understanding of best practices in business accounting
- Advanced Microsoft Excel Skills
- Proactive and able to work independently once trained, and with minimal guidance

- Flexibility to take on a variety of routine tasks and special projects
- Demonstrated track record in troubleshooting, problem solving, and follow through
- Experience working with international organizations or multi-cultural teams would be a plus
- Ability to thrive and learn in our fast-paced environment while bringing an enthusiastic, collaborative approach to your work

Fluency in written and spoken English, German is a plus

What we offer:

- A dynamic, flexible, and mindful environment that strives for excellence in a broad variety of operational services.
- A window into the world of environmental and development NGOs and conservation finance.
- Experience with the daily operations of an agile organization. You will help coordinating processes among different stakeholders and support in routine office tasks.

The deadline for applying is April 23rd, 2023. Send a mail with a cover letter, explaining your motivation and indicating salary expectations, as well as your CV to info@naturetrustalliance.org. If you have questions, please don't hesitate to contact us!