



## Accountant | Office Manager (m/f//d)

### at the earliest possible date

The German University of Digital Science i.Gr. will be the first fully digital university in Germany.

To strengthen our team in Potsdam, we are looking for an independent employee with a strong sense of responsibility and experience in accounting to start as soon as possible.

### Tasks

- o Financial management and administration of German UDS,
- o Ensuring financial sustainability to support strategic goals  
Collaboration with all departments for effective financial management,
- o Development and monitoring of the central budget as well as faculty and departmental budgets,
- o Preparation of regular financial reports for management, the university council, and external partners,
- o Ensuring liquidity through efficient management of revenues and expenses,
- o Advising on the acquisition and management of third-party funding for research projects,
- o Identification and assessment of financial risks and development of mitigation strategies,
- o Further development and maintenance of cost accounting and internal controlling,
- o Conducting cost-benefit analyses and efficiency audits  
Responsibility for the correct payment of taxes and contributions.

### What we are looking for

- o Several years of relevant professional experience in the described areas of responsibility,
- o Knowledge of the basics of labor law is an advantage  
o Experience in payroll accounting and certificate preparation is an advantage
- o Enthusiasm of work,
- o Absolute trustworthiness in all matters,
- o Organizational skills, very good written and spoken communication skills,  
o Team spirit, independent work, initiative and reliability,
- o Business fluent in German and English  
o Proficient in the use of MS Office products
- o Knowledge of Lexware an advantage.

### What we offer

- o Space for your ideas and concepts,
- o Start-up feeling in a committed team with great visions and experience,
- o Workplace in a modern office with a creative environment,
- o Further training opportunities as part of the study programs offered,
- o Interesting encounters in an international environment.



Have we captured your interest? Then we look forward to receiving your application. Please send your application preferably by e-mail to: [jobs@german-uds.de](mailto:jobs@german-uds.de).