



# Job Advertisement

Job ID  
**1923**  
Application by  
**25.09.2019**

The **Leibniz Institute on Aging - Fritz Lipmann Institute (FLI)** in Jena is a federal and state government-funded research institute and member of the Leibniz Association (Wissenschaftsgemeinschaft Gottfried Wilhelm Leibniz e.V.). FLI's internationally visible and highly competitive research is focused on biomedical causes of aging. Scientists from over 40 countries are investigating the molecular mechanisms of aging and the occurrence of age-related diseases. Our aim is to create a basis for new approaches in medicine as a way to improve health in the elderly ([www.leibniz-fli.de](http://www.leibniz-fli.de)).

Main duties of FLI's **Finance Department** are all processes of external accounting, be it financial bookkeeping, internal auditing or fixed asset accounting. Further, it helps in planning and maintaining third-party funding projects. The Finance Department verifies the accordance of FLI's financial processes to the financial regulations of the State Thuringia (Landeshaushaltsordnung), to its sponsor's administrative guidelines and to the legal requirements following HGB, UStG, EStG. It advises the FLI Board on liquidity planning and management, the compilation of program budgets as well as on the preparation of annual financial statements and proofs of use. We invite applications for a replacement at the earliest possibility.

## Co-worker Finance Department

### Your Tasks and Challenges:

- Day-to-day accounting business
- Preparation and coordination of monthly and annual financial statements in accordance to the HGB
- Support the preparation of financial reports for funding bodies
- Monitoring of all fiscal reporting obligations and deadlines
- Preparation of templates as basis for decisions
- Preparation of financial reports
- Support in optimizing processes

### Requirements:

- Degree in business administration or equivalent qualification preferably as accountant (IHK)
- Several years of professional experience in the area of finance and accounting
- Knowledge of the relevant SAP modules FI/CO
- Basic knowledge of governmental accounting and budgetary law are desirable
- Very good knowledge of MS Office programs (especially in Excel)
- Good English language skills

### We offer:

- A motivated team in an international working environment, offering optimal support during the initial training period
- The contract conditions will be according to the collective labor agreement for public service employees of the Federal States (TV-L)
- Salary depending on related professional experiences plus an attractive occupational pension (VBL)
- Flexible working times, a family-friendly working environment as well as opportunities for qualifications and training

### Application:

Candidates are encouraged to send their application referring to **Job-ID 1923** until **September 25, 2019**.

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one single-pdf-document

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