

Jewish Digital Cultural Recovery Project



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The Jewish Digital Cultural Recovery Project Foundation is creating a cross-searchable digital platform for archival documentation, research, and education on the looting of Jewish-owned cultural property by the Nazis, their allies, and collaborators.

Junior Financial Assistant (Student Position)

The Junior Financial Assistant will work closely with the Head of Finance and Administration to assist with financial tasks, administrative duties, and documentation.

This role plays a key part in ensuring efficient financial management and compliance across JDCRP's projects and operations.

City: Berlin; Starting date (earliest): At the earliest possible; Duration: see job description; Remuneration: 15 Euro/hour; Closing date: 31/03/25

Working field

Administrative and Documentation Support

- Organize and maintain financial records, both digital and physical.
- Assist in preparing documentation for audits, tax filings, and compliance reviews.
- Help ensure proper filing and archiving of invoices, reports, and financial correspondence.

Invoicing and Financial Operations

- Process and verify invoices for accuracy, ensuring they meet compliance requirements.
- Assist in tracking project expenditures and reconciling accounts.
- Support the preparation of monthly financial reports and budget forecasts.

Data Gathering and Reporting

- Gather financial data for grant applications, reports, and forecasting purposes.
- Assist with compiling information for funders and external stakeholders.
- Help in monitoring and documenting the use of grant funds.

General Support

- Assist with payroll preparation and tax-related tasks.
- Support the Head of Finance in liaising with accountants, auditors, and service providers.

Requirements

- Enrollment in a university program in finance, accounting, business administration, or a

related field.

- Strong organizational skills and attention to detail.
- Basic knowledge of accounting principles and financial reporting.
- Proficiency in Microsoft Office Suite, particularly Excel.
- Fluent in English (German proficiency is an advantage).
- A proactive and collaborative work style.

What we offer

- A unique opportunity to gain practical experience in financial operations within an international non-profit organization.
- A position with responsibility in a small, dynamic, and motivated team, ideally based in Berlin.
- Flexible working hours to accommodate study schedules.
- A limited-term contract through May 2025, with the potential for extension based on funding availability.
- Competitive remuneration aligned with student roles in the NGO sector.

Application

Please submit your application via email to secretary@jdcrp.org. Attach the following documents as a single PDF (max. 10 MB):

1. Letter of motivation
2. CV
3. Proof of enrollment at a university
4. Names and contact details of two references Applications will be reviewed on a rolling basis.

The JDCRP Foundation values mutual respect, collaboration, integrity, and transparency. Join us in our mission to recover and preserve cultural heritage!

More information at <https://stellenticket.de/192625/HTWB/>
Offer visible until 24/04/25

