

Impact Hub Zagreb is looking for a motivated Office Administrator and Finance Assistant to join its core team!

A great opportunity for someone with strong organizational skills, with attention to details and interested in numbers and finance who is looking for a professional development in internal operations and financial management of the Impact Hub organisation.



The Office Administrator and Finance Assistant (O&F Assistant) will be responsible for the smooth running of the back office of the Impact Hub Zagreb under the supervision of the Managing Director (MD). O&F Assistant will report to the MD and also support the Project Managers. O&F Assistant will be working in line with the rest of the team adding value to the experience of our members, space users, program beneficiaries and key stakeholders.

If you are:

- a detail oriented person interested in numbers and finance.
- a team player and positive person.
- opened to integrating and also providing feedback.
- a person with a developed sense of order and a high level of organizational skills.

This is an opportunity for you!

ROLE OVERVIEW

O&F Assistant is accountable for:

1. Accurate and timely bookkeeping
2. Effective office administration and other logistics
3. Accurate and timely operation of payroll
4. Effective assistance on financial management

Key Responsibilities and Dimensions of Role

1. Accurate and timely bookkeeping

- Preparing and issuing offers and invoice queries from clients as well as monitoring their payments.
- Recording, archiving and processing incoming invoices as well as managing communication with suppliers.
- Managing debtors accounts and monitoring petty cash books.
- Preparing the documents for accounting and bookkeeping company.
- Troubleshooting financial questions with bookkeepers.
- Ensuring company policies and procedures are being followed at all times.

2. Effective office administration and other logistics

- Manage the receipt of the incoming post as well as record and distribute it internally.
- Sending company's official post.
- Coordinating work safety compliance and applying the recommendations from work safety regulations.
- Managing financial, legal, HR, and project documentation and archives.
- Coordinating the maintenance of the office equipment and infrastructure done by external service providers.
- Controlling the travel warrants.
- Supporting on organizing employees business trips.
- Ensuring the organisation complies to all legal requirements and policies at all times.

3. Accurate and timely operation of payroll

- Own the operation of the monthly payroll processes to ensure staff are paid accurately and on time.
- Manage changes and updates to payroll.
- Respond to ad hoc queries in relation to payroll

4. Effective assistance on financial management

- Assisting in creating financial reports on a regular basis.
- Assist on Administrative and financial supervision of projects.
- Preparing or acquiring diverse business documents (no tax debt, registry documents, reports etc).
- Controlling the validity and certification of the financial and administrative documents.
- Managing the administrative and financial documents database (offline, online).
- Collect and enter data for various financial spreadsheets.
- Adhere to the company's or organisation's financial policies and procedures.

The employee may be required to undertake such other tasks and responsibilities as may be directed, from time to time, by the line manager that is consistent with the nature of the job described above.

WHAT YOU BRING TO THE TABLE

Essential

- Excellent English and Croatian skills (both spoken and written).
- Diligent, with an eye for details.
- Passion for keeping things organized, updated and in compliance with rules and regulations.
- Developed analytical skills.
- Experience with office administration tasks.
- Good communication skills both in person and online, written and verbal.
- Good listening and analytical skills.
- A positive attitude towards the team work.
- The ability to react to unexpected situations, multitask successfully and calmly.
- Comfortable using your own initiative and taking ownership of processes.
- Able to handle confidential information.

Desirable

- Work experience in administration, project management, financial reporting.
- Past experience in similar environments or projects where relevant skills have been developed or applied.
- Knowledge of and enthusiasm for the social economy and value-driven business.

WHAT WE OFFER

- Unique learning and career development opportunities in a established & innovative business with an open-minded team.
- The opportunity to support one of the pioneer spaces in the region that supports impact entrepreneurs, the first coworking space in Croatia with a unique vibe.
- A lot of space for you to develop personally and professionally.
- Being part of a diverse community of members working for sustainable impact - access to new ideas, approaches and latest developments in fields such as impact entrepreneurship, social design, green economy, economic transformation and impact investing.
- Full access to all the offerings of Impact Hub Zagreb: its space and infrastructure, its community, all events and workshops and access to the international network;
- A very strong team culture where your personal and professional development is the key focus.

ROLE SPECIFICATION

- **Workload:** 20 hrs per week. Working Monday to Friday, with flexibility on the hours as long as the workload hours are done between 8:30 am to 3:30 pm.
- **Contract conditions:** Fixed term 6-month contract with potential extension; 2-month probation period.
- **Salary:** 2,600 HKN net, work contract.
- **Location:** Impact Hub Zagreb office, Boškovićeve 2, Zagreb.
- **Start date:** June 23rd 2019

To apply please send your CV and a Letter of intention in English to hermes.arriaga@impacthub.net

This job description reflects the core activities of the post. As the service and the post-holder develop, there will inevitably be some changes to the duties, and possibly to the emphasis of the post itself. We expect that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. The line manager will consult the post-holder if significant changes to the job description become necessary. Any changes will be reflected in a revised job description.

Impact Hub Zagreb

Our purpose is to inspire, connect and enable changemakers. We do that by curation of a space designed for human interaction and learning that hosts a place-based community. We support and promote impact entrepreneurship, through a collaborative community in a shared workspace, supported by community events and a range of business support and programmes from early-stage incubation to scaling, delivered by us or in conjunction with partner organisations. Impact Hub Zagreb is part of the world largest acceleration and collaboration platform for positive change, a global network of over 100 Impact Hubs whose shared mission is to inspire and support social innovators to realize imaginative initiatives for a better world. We collaborate with other Impact Hubs in our network to do this and together offer spaces for social innovators to access space, connections, knowledge, inspiration and investment.

For more information see: <http://zagreb.impacthub.net/> | <http://impacthub.net>