



CREDIT GUARANTEE FUND AFGHANISTAN

Student Assistant - Finance & Administration

Job title: Finance & Administration Assistance
Job type: 20 hours/week (more working hours possible during lecture-free periods)
Employer: ACGF – Afghan Credit Guarantee Foundation
Location: Cologne
Start: ASAP

Who we are:

ACGF – Afghan Credit Guarantee Foundation (ACGF) is a charitable foundation based in Cologne, Germany. Our mission is to improve access to finance for Small and Medium Enterprises (SMEs) in Afghanistan by providing credit guarantees and technical assistance to Partner Financial Institutions (PFIs). Another mission that ACGF pursues is the promotion of development projects to support self-help for local entrepreneurs in Afghanistan.

Established in 2014, ACGF launched its operations in January 2015 as an institutional successor of the Credit Guarantee Facility for Afghanistan (CGF-A). Our funders are DEG – Deutsche Investitions- und Entwicklungsgesellschaft mbH (member of the KfW Group), the German Federal Ministry of Economic Cooperation and Development (BMZ), the World Bank and the European Union. ACGF is supported by its Afghan subsidiary SCSA – SME Client Support Afghanistan LLC.

We are looking for a **Student Assistant (f/m/d)** in **Cologne** to support our Finance & Controlling department and HR & Administration department for **20 hours per week** as soon as possible.

As a Student Assistant at ACGF, you will benefit from a great opportunity to gain valuable professional experience in the areas of finance and administration. With flexible working hours and the possibility of mobile working, ACGF offers the chance to harmoniously combine work and study while profiting from an international and collaborative working environment.

What You`ll do:

1. Finance & Controlling Support:
 - Maintain Filing System: Scan and file invoices and bank statements and conduct weekly and monthly reconciliations
 - Prepare Project Documents: Assist in preparing project-related documents, ensuring completeness and accuracy
 - Project Document Control: Contribute to maintaining and controlling project documents and organize financial information

2. HR & Administration Support:
 - Cologne Office Management: Manage office goods and services, process mail and assist in maintaining a well-organized office
 - Research: Gather information for reports, presentations and market trends, keeping the company informed about HR & Administration market developments
 - Travel Planning: Organize business trips and accommodation, ensuring seamless travel arrangements

3. Ad-hoc support for other departments – including research – as per the need and time-availability

Your Profile:

- You are a registered student at a German university or university of applied sciences
- You have initial Accounting Experience (Advantage): While not mandatory, any prior experience in accounting & controlling will be viewed as a valuable asset
- You are proficient in English (oral and written) and have good German language skills
- You are confident in using MS-Office (Word, Excel, PowerPoint)
- You have strong organizational and good communication skills
- You work in a structured and independent way of working
- You are service-oriented, communicative and a good team player

What we offer:

- Flexible working hours with the possibility of mobile working by arrangement
- Competitive compensation
- An office in the heart of Cologne that is easily accessible by public transport
- A truly international team
- Open and cooperative working atmosphere



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We are looking forward to getting to know you. For more information about us, please visit our website at www.acgf.de

Please apply [here](#) with a CV and remuneration expectation. Applications are reviewed on a rolling basis.

For questions regarding this position please contact Cynthia Walbaum at c.walbaum@acgf.de.