

Student Assistant - Finance & Controlling (f/m/d)

Job title: Student Assistant – Finance & Controlling

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 for **20 hours per week** to start 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 controlling. 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:

- Accounting: You are responsible for assisting in the management and preparation of incoming electronic and physical invoices, as well as the preparation of documents for the German Tax Advisor, under the guidance and supervision of the Senior Finance & Controlling Officer. This role is designed to provide hands-on experience with the goal of gradually assuming responsibility for these tasks.
- Controlling: You will support periodic comparison of actual vs. budgeted figures.
- Maintain Filing System: You will scan and file invoices and bank statements and conduct weekly and monthly reconciliations.
- Prepare Project Documents: You will assist in preparing project-related documents, ensuring completeness and accuracy.

Your Profile:

- You are a registered student (Bachelor or Master) at a German university or university of applied sciences (preferably in economics, business, finance or other related fields)
- Prio working experience through internships in the field of finance, controlling and/or accounting is desired
- Knowledge of MS Office software, especially MS Excel
- Good analytical skills, ability to follow a structured approach in fulfilment of tasks
- Excellent communication skills (oral and in writing)
- Excellent command of English language is a prerequisite, German preferred
- Ability to integrate in a multi-cultural environment
- Ability to work independent and reliable way of working

What we offer:

- Flexible working hours with the possibility of mobile working by arrangement
- Competitive compensation
- A multicultural team and an international working environment
- An open and cooperative working atmosphere
- Fresh fruit and free drinks
- An office in the heart of Cologne that is easily accessible by public transport

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.