

# Finance and Administration Assistant (m/f/d)

**Stellenanbieter:** Nature Trust Alliance

## Finance and Administration Assistant (m/f/d)

**Location:** Frankfurt am Main, Germany

**Reports to:** Head of Finance and Controlling

**Preferred Start Date:** As soon as possible

**Contract:** Full time preferred, part time of minimum 80% negotiable

Nature Trust Alliance Stiftungen & Co. eGbR is looking for a motivated and well-organized Finance and Administration Assistant. This position offers the opportunity to support nature conservation efforts through essential back-office operations while gaining hands-on experience in the financial administration of non-profit organizations.

Nature Trust Alliance (NTA) is a unique collaboration of four of the world's leading conservation trust funds: the Caucasus Nature Fund, the Prespa Ohrid Nature Trust, Legacy Landscapes Fund and the Blue Action Fund. NTA provides essential operational support services such as financial management, administration, governance, and IT, allowing the funds to focus on their core mission of nature conservation.

## The role

In this role, the Finance and Administration Assistant will help manage the daily operations of the Frankfurt office while also supporting financial administration, bookkeeping, and reporting tasks. The ideal candidate is a proactive, flexible, and detail-oriented individual with experience in financial administrative support and office coordination.

## Key Responsibilities

- Prepare and review monthly expense reports for NTA and 4 partner organizations
- Review travel reports and process reimbursements
- Reconcile bank statements and process payments
- Help track donations via online donation platforms
- Support with AML requests, collecting documentation and coordinating the signatures for investment subscriptions including filing of investment documentation
- Assist with office management tasks, including purchasing office supplies, maintaining digital and physical files and correspondence
- Ad hoc support to the Finance team

## Key requirements

- A minimum of 2 years of experience in a comparable position

- Basic understanding of accounting procedures and best practices in financial administration
- Very good knowledge of Microsoft 365, especially Excel and Sharepoint
- Fluency in written and spoken English. German is a plus
- Proactive and able to work independently and with minimal guidance once trained, with a strong eye for detail
- Able to manage a wide range of responsibilities while adapting to changing priorities
- Solution-oriented and able to find answers when challenges come up
- Experience working with international organizations or multi-cultural teams
- Ability to thrive and learn in a fast-paced environment while bringing a collaborative approach to work
- A work permit for Germany

## What we offer

- A dynamic and flexible environment that strives for excellence in a variety of operational services
- A strong team spirit with a collaborative culture where you'll always feel supported
- The opportunity to contribute to a meaningful mission: nature protection
- An international work environment with an inclusive and respectful workplace culture
- Compensation package in line with background and professional experience
- 30 vacation days annually
- Flexible hybrid work model
- Gym membership (Wellpass) and Deutschland-Ticket

## Have we sparked your interest?

If you are looking for a purpose-driven role where your expertise behind the desk helps protect nature, we would love to hear from you! Please submit your application via email **before June 1st, 2026**, and include your earliest possible start date.

Send us an email with a cover letter explaining your motivation and indicating your salary expectations, along with your CV and references to [info@naturetrustalliance.org](mailto:info@naturetrustalliance.org).

*Please note that due to the high volume of applications expected, we may only be able to respond to shortlisted candidates. Early applicants will be given priority.*

**Bewerbungsschluss:** 01.06.2026

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**greenjobs.de-Adresse dieses Stellenangebots:** <https://www.greenjobs.de/a100152474>