

Operations and Country Wind Down Manager Contractor

Overview

Accountable Now seeks an experienced operations contractor to support the organization's wind down of activities in Germany and project manage a range of operational service providers and partners (including attorneys, tax advisors, and bookkeepers). The contract period will extend from May 2024 (or ASAP) to early 2025, ensuring the contractor can provide support to the organization's final obligations in Germany in Q1 2025. Roughly, we anticipate the contractor's obligations will take roughly one day per week over the contract period, but variation is expected (including some weeks with several days of work and others with none).

About Accountable Now

Accountable Now (AN) is a global membership platform that supports civil society organizations to be more transparent, responsive, impact-focused, and community-led. For more than 15 years, we have been working to shift power, champion equity, and embed dynamic accountability into everyday practices.

Our work focuses on supporting civil society organizations to continuously reflect, learn, and adapt to strengthen and embed new ways of working grounded in processes of inclusive, participatory and meaningful engagement with all stakeholders. It goes beyond monitoring & evaluation, due-diligence and compliance, driving accountability as a process that aligns organizational actions with their values.

Our headquarters is currently in Berlin, Germany but our staff, fellows, and contractors currently work across the EU, US, and Nigeria. We are in the process of relocating our registration to the US and additional locations, as this will be our final year in Germany.

Scope of work

This contract has three main areas of support and responsibility: finances and bookkeeping, wind down of AN's operations and Germany, and acting as a proxy for AN's Executive Director in Germany. Details on these three areas of work and specific tasks are outlined below.

Finances and bookkeeping

- Support AN's bookkeeping team to close AN's combined 2023 books
- Oversee tax/finance advisors on 2022 and 2023 financial statements and tax filings
- Support AN's Finance Team and ED to preparing financial summaries for board and members on 2023 finances
- Manage project invoicing for members, contracts, contractors, and grants
- Manage all payments to/from AN's German bank account and all payment requests from AN's US account (held by US partner)
- Coordinate relationship with AN's finance team (employed by US partner organization, including processing and sharing receipts, statements, and invoices with AN's bookkeeper and reviewing bookkeeping and financial progress on a monthly basis.

Coordinate with ED, the board, and current service providers to facilitate ongoing wind down of organization in Germany

- Facilitate office closeout and manage long-term digital and physical storage of records according to German laws and regulations
- Support AN Finance Team and ED to close 2024 combined books and oversee final German financial and tax statement submissions (in 2025)
- Close the German bank and credit card accounts
- Ensure human resources and labor laws compliance for German wind-down
- Provide regular updates to the board on wind down

Act as ED proxy in Germany and provide oversight of:

- Bank account and credit card transactions
- Pro-bono attorneys
- Tax and finance contractors (oversee and ensure gazette filing)
- HR service provide (oversee and ensure ledger filing)

Desired Qualifications and Competencies

- At least 5 years of relevant experience in operations and finances
- German and English fluency with the ability to succinctly summarize complicated projects and timelines for multiple audiences
- Familiarity with German regulatory environment, ideally including experience with filing taxes, financial statements, and legal documents in Germany
- Effective project management skills, including experience coordinating across multiple teams and external service providers
- Experience in advising and supporting executive leaders and/or boards
- Strong ability to solve problems creatively and independently
- Able to work well in cross-cultural environments including directly working with peers and service providers from other nationalities and backgrounds
- Ideally, proficient in use of digital tools including Slack, Quickbooks, Google Drive, and Notion (or demonstrated ability to pick up new tools and softwares)
- Reliable, detail-oriented, and self-motivated
- Ideally, experience or familiarity with nonprofit organizations and their operations

Contract details

Location: Germany, ideally in Berlin or able to travel to Berlin easily

Contract period: May 2024 to February 2025

Expected days of work: 40 to 60 days

Payments: Invoices submitted for hours worked on a monthly basis

Reports to: Executive Director

How to apply

Submit CV, a brief cover letter (outlining qualifications, experience, start date availability and rates), and two professional recommendations to recruitment@accountablenow.org ASAP. Applications will be reviewed on a rolling basis until the position is filled.