

Financial Manager (m/f/d) for the vivo international central office

(payment similar to E11–E13 TVöD, based on qualification and responsibility level)

The contract is a 1 year part-time (12 hours/week) position with the possibility of renewal.

vivo international e.V. is a nonprofit, non-governmental organization (NGO) with the vision to overcome and prevent the psychological and societal effects of violence and traumatic stress across different cultural contexts. With over 100 members the association of international experts works in the field of psychotraumatology and is engaged in: developing scientifically based diagnostic, therapeutic, and prevention programs; establishing sustainable dialogue and exchange of knowledge and know-how with local psychosocial practitioners and advisors; strengthening local infrastructure and resources.

Missions are implemented in a framework of political and religious neutrality and independence of economic interests oriented toward human rights and the intrinsic worth of every person, supporting the development of peaceful and prosocial ways of life.

Your tasks:

- Coordinate the central office in Konstanz and the virtual office (MS Teams) and lead a group of support staff, regular presence in Konstanz is highly advantageous, minimum four times per year.
- Finance and accounting
- Maintain the overview over the association's different activities and tasks (currently 6 active externally funded international projects, with an accumulated business volume of > 1.000.000€)
- Support the Board in communication and external relation
- Support the Board in fundraising and developing a sustainable financial strategy
- Support the Board in managing internal organization and structure
- Support project leaders and coordinate project administration
- Support the Board in new member recruitment, membership administration and communication
- Support the preparation of the association's meetings and events

Qualification requirements:

- Training or experience in business or financial administration, knowledge of DATEV is advantageous.
- Knowledge of the German tax system related to NGO work and administration
- Fluent in German and English language
- High level of commitment, independence, reliability, robustness and the ability to work in a team

Preferred Qualification :

- Experience in humanitarian work or with NGO context
- Experiences with psychotherapy or refugee support work
- Open-mindedness and interest for innovative research

What we offer you:

- Meaningful work to make the world a better place
- Flexible working hours, mobile working and home office
- Flexibility and opportunities of participation in decision-making
- A pleasant working environment in a friendly and committed team
- Excellent networking possibilities

We highly appreciate applications from women and people with disabilities.

If you have any questions, please Email: info@vivo.org

Are you interested?

Please send your application including the relevant documents (cover letter, Curriculum Vitae, certificates, credentials) until **May, 31st 2025** (open until position is filled) in one joined pdf via E-Mail to:

Susanne Axelsson (Email: info@vivo.org).

By sending us your application you agree to storage and procession of your personal information and to its forwarding to relevant authorities for the purpose of the application process. You can find further information considering data protection at the following link (in German language):

<https://www.vivo.org>

We are looking forward to your application!