

Job Description – Finance Administrator (Munich)

About Us

Deepmatter is a big data and analysis company focused on enabling reproducibility and predictability in chemistry. We develop hardware and software to deliver applications resulting in new optimised chemicals, materials and formulations in commercially significant areas such as pharmaceutical research, fine chemicals, scientific publications, and teaching. We have offices in Glasgow, Bristol and Munich and sell to companies all over the world, including the US, Europe, and Asia-Pacific.

The Role

We are looking for a Financial Administrator with some HR admin and office management knowledge based in Munich to assist our business on a full-time basis.

Key Responsibilities

Finance

- Assisting with procurement for the Company
- Assisting with the Company expense process
- Assisting with the management of the Company bank accounts
- Maintenance of records of financial transaction
- Posting transactions; ensure legal requirements compliance
- Maintenance of accounts by verifying, allocating, and posting transactions
- Balancing accounts by reconciling entries
- Maintenance of a general ledger/cash position
- Balancing the general ledger/cash position by preparing a trial balance; reconciling entries

HR & Admin

- Maintenance of employee records through our HR software system
- Maintenance of employee time-management and holiday records
- Updating payroll with employee changes
- Assisting with the onboarding of new employees
- Maintenance of the physical filing stored on site along with any documentation received in the post
- Organising of product demos with both internal and external participants
- Answering calls to the Munich office phone line

Office Management

- Management of the Munich office space including meeting room bookings, arranging lunches/refreshments for employee meetings, employee access schedules during Covid-19 restrictions.

- Organising internal employee meetings
- Liaising with contractors (such as cleaners) for maintenance of the Munich Office
- Provide diary support and administration for management and C-Suite as and when required
- Provide day to day support to the Chief of Staff and the Group's Financial Controller
- Work remotely with the Finance Administrator in Glasgow to ensure smooth day-to-day running of the main offices takes place.
- Organisation of employee events, Christmas parties etc.

Key Skills & Experience

- Must have good written and verbal English language skills
- Being a friendly, approachable, and proactive team player
- Background within a small-medium size company beneficial
- Exceptional organisational and communication skills
- An ability to maintain confidentiality and act with discretion and diplomacy
- Must be self-motivated and able to work under own autonomy or as part of a team.
- Being educated to degree/diploma level is desirable but not essential
- SageLine50 experience would be advantageous

Salary and Benefits

- Competitive salary
- 28 days annual leave plus public holidays in line with Munich
- Chance to travel to the UK to visit our offices
- Flexible working with some work from home permitted
- Annual incentive scheme
- Job referral scheme

Please email your CV and covering letter to careers@deepmatter.io