

Head of Finance job description

We're hiring a Head of Finance in full time for our Neukölln office. We expect a business administration/accounting degree with minimum two years of work experience, preferably in gastronomy. Must be fluent in German & English.

We are a Berlin based bakery founded in 2015 that has specialized in producing vegan handmade donuts. At the moment we run three locations and a bakery in Berlin. In the future we plan to open more shops, also in other cities, and we need someone to oversee all our financial operations.

If you love donuts and coffee and are a hard working team player, please get in touch with us!

Your responsibilities would include:

- Monthly cashflow forecasting
- Managing cashflow and budgeting
- Documenting financial performance of all locations in a KPI sheet on daily basis
- Preparing monthly financial performance reports for owners
- Analyze spending and suggest solutions for improvement
- Preparing payroll for our employees
- Communicate with our tax advisor and prepare accounting for our tax advisors office
- Control cash journal for all locations on a daily basis

Your role and responsibilities in our business would progress with time.