

# Support for Controlling & Accounting (f/m/d) part-time

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E-Bridge is a management consultancy with expertise in energy and supports complex, strategically relevant, innovative and multidisciplinary challenges of the energy transition. To strengthen our back-office team, we are looking for a part-time employee as soon as possible. The gradual expansion to a full-time position is planned.

## Your tasks:

- Support of the management board in the ongoing coordination of financial planning and control and in the design of the financial controlling system.
- Project management and controlling, such as budget control and project forecasting
- Preparation of monthly payroll and coordination with external parties, such as tax consultants
- Preparation of travel expense reports, invoice processing and preparation of payment runs
- Other administrative tasks such as document filing, asset registers

## We offer you:

- Permanent employment contract
- Flexible working hours and models, e.g. home office
- Varied activities in a pleasant working atmosphere
- Flat hierarchy and short decision-making processes
- Room for personal development
- Young corporate culture: transparency, appreciation and plenty of room for development in a dynamic environment

## Your skills:

- Completed commercial training
- Several years of practical experience in the areas of accounting, controlling and finance
- Knowledge of theoretical accounting principles and procedures
- User and administrator skills for accounting software (e.g. Datev)
- Proactivity, initiative and team spirit
- Excellent communication skills and professionalism
- Excellent written and spoken German and English skills

Bitte richten Sie Ihre Bewerbung per E-Mail an: [bewerbung@e-bridge.com](mailto:bewerbung@e-bridge.com)

E-Bridge Consulting GmbH  
Margaret Wieseahn  
Baumschulallee 15  
53115 Bonn  
Phone.: +49 228 90 90 65 0

[www.e-bridge.com](http://www.e-bridge.com)