German Political Foundation and Think Tank seeks to recruit
an Accounting Assistant (Junior Position, Japanese National)

Your opportunity to engage in international projects!
Your opportunity to use your English knowledge!
Your opportunity for flexible working patterns!
Part-time working is negotiable.

WHO WE ARE

The Konrad-Adenauer-Foundation is a Political Foundation and Think Tank, strongly associated with the ruling Christian Democratic Union Party of Germany (CDU). As a Think Tank we rank amongst the Top 20 worldwide. We bear the name of Germany’s first Chancellor: Konrad Adenauer (1876-1967). We support social market economy, adhere to social conservative Christian traditions and believe in a strong European Union. We work in over 130 countries worldwide.

Our main activities include political education, academic and political research and consulting services. We hold academic and political conferences, symposiums and seminars. We provide scholarships in the region and in Europe.

JOB DESCRIPTION

• Managing the Bank accounts and petty cash in KAS-Japan office
• Preparation of receipts, vouchers and translation
• Bank transactions
• Monitoring the expenditures and expenses
• Administrative task, such as ordering office supply, managing and handling office equipments

REQUIRED

• Over one year proven accounting experience, general knowledge of accounting principle and compliance
• Experience of office administration
• Knowledge of Microsoft Office and other admin related programs
• Very good English skills, basic German would be of advantage
• Good team-work orientation
• Experience in international working environments, intercultural skills
• High measure of integrity, reliability, and flexibility

2020-04-28
WE OFFER

- Work in a globally active political organization in international context
- A one-year fixed contract with the possibility of further extension and permanent contract
- Competitive salary

CONTACT

- Address: 7-5-56 Akasaka, Minato-ku, Tokyo 107-0052
- Access: Tokyo Metro “Aoyama Itchome”, 8 minutes from the exit No. North 4
- E-mail: KAS-Tokyo@kas.de, Rabea.Brauer@kas.de
- www.kas.de/japan

All suitable qualified and interested candidates of Japanese Nationality are encouraged to submit an electronic CV in English to the above-mentioned E-mail addresses by 20 May, 2020. The 1st interview will be held on-line as soon as we screen the CV.