

Finance (HR) Manager – Adven, Germany

Reporting to: Managing Director, Adven GmbH

Adven GmbH is a German subsidiary of the EMMAC Life Science Group. We are a European producer of medical cannabis and a specialist in natural cannabinoids.

Our goal is not only to meet the rapidly growing demands of a new and exciting industry, but also to shape it with innovative products for the benefit of patients.

We are looking for an experienced and competent Finance/HR Manager to work remotely with the Adven team in Germany. The individual will be responsible for the company finances and HR administration.

Finance responsibilities:

- Establish and maintain internal financial procedures compatible with German law
- Work with and support Managing Directors in budget preparations, revisions, monitoring and follow ups
- Implement and manage an in-house accounts system
- Manage day-to-day accounting functions, including Payment of suppliers, Bank reconciliation
- Ensure that the general and analytical accounts are kept, monthly and annual closing, VAT control statements and declaration, consolidation
- Work with tax consultants, banks and accountants and acting as their point of contact
- Work with the Group Finance team to provide the necessary data and reporting required
- Prepare for, manage and support internal and external financial audits.
- Establish and maintain internal financial procedures compatible with German law
- Manage the realization of cash flow forecast
- Ensure VAT control and declaration

HR responsibilities:

- Monitoring of employment related topics, including and not limited to employment contract, certificates, monitoring of absences, salaries, recruitment
- Management of payroll and social insurance

Skills and personal profile:

- Federal certificate of specialist in finance and accounting or equivalent diploma
- 5 years minimum experience in a finance position
- Experience working with a start-up or small organisation ideal
- Strong teamwork and effective communication skills
- Great autonomy, rigorous and ready to take on various responsibilities
- German mother tongue or C1 level minimum
- Fluent in written and spoken English
- Analytical and systematic thinker
- Self-starter
- Strong stake-holder management

**Please send your complete application to: Kelly Marie Davis
hr@emmac.com**