

Konrad-Adenauer-Stiftung United Kingdom and Ireland

Dr Canan Atilgan
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Financial Manager (m/f/d)

The Konrad-Adenauer-Stiftung is a German political foundation headquartered in Berlin with offices in more than 100 countries worldwide. Our London office – covering the United Kingdom and the Republic of Ireland – is looking to recruit a Financial Manager as an essential part of our small team. Our annual programme includes panel discussions, workshops, and international conferences with partners from politics, academia, business, and the media.

The successful candidate will be responsible for all accounting, financial planning, and financial reporting activities for our London office.

Key Responsibilities

- Prepare monthly accounting reports, quarterly forecasts and annual budgets
- Using KAS internal booking system for accounting and financial administration (training will be provided)
- Control of office expenditure
- Payment of contractor invoices
- Bank reconciliations in GBP & EUR
- Prepare the statutory accounts for the limited company up to trail balance, including accruals, prepayments, deferred income etc.
- Liaise with external auditors to agree timeframe for the year end statutory audit
- Rolling cash flow management
- Manage company payroll in house, expenses and petty cash claims
- Liaising with German HQ on financial topics as well as with local contractors and HMRC

Requirements

- Right to work in the UK without requiring sponsorship
- Minimum 2 years' accountancy experience
- Be familiar with current PAYE and pension regulations
- Excellent Microsoft Office skills (Word, Excel, PowerPoint, Outlook) and strong general IT literacy
- Excellent planning, organisation and prioritisation skills
- Native-level English, German language skills desirable

We Offer

- Full-time permanent position
- Hybrid working (3 days in the London office)
- 24 days annual leave (plus public holidays)
- Salary: £35,000 – £40,000 per year, depending on experience
- A dynamic international working environment

To apply please send your CV and covering letter to kas-uk@kas.de

Deadline for applications is 10:00am Friday 8 May 2026