

## Financial Manager with both accountant and bookkeeping skills

About Voluntās (Latin: will, goal, purpose, meaning) At Voluntas Group we work to Increase the quality of living and the sustainability of doing business. Management consultants by profession and philosophers by heart, we work with public actors, private enterprises and investors from around the world in shaping investment strategies, business development and policy with a meaningful impact. In our effort to remain efficient as our organization grow, we are looking for a Finance Manager who will be responsible for the financial health of our organization - both in terms of the daily operation, but also during the expansion of our company, both domestic and internationally.

We are looking for someone who can master the administrative aspects of the role and think strategically while remaining connected to the details. The role requires one to act with a sense of urgency, be flexible, and take ownership of the details. A can-do spirit is an absolute prerequisite to thrive in our entrepreneurial environment. As a team, we value diversity of ideas, communicate openly, and move fast. If you are motivated by creating something that has never been done before, by making a difference, and by creating more meaningful work lives - then, please come work for us!

### Your responsibilities will include, but are not limited to

- Bookkeeping and invoicing including the administering and setting up of payments
- Managing the payroll and employee expenses
- Administrative tasks related to salaries
- Monthly reporting on financial statements and liquidity
- Preparation of yearly budgets and monthly adjustments
- Communicating insights and results through written reports and presentations
- Maintaining close contact with our auditing partners

### The main prerequisites for a candidate are:

- Background in accounting, bookkeeping, auditing, or a related field
- Experience working with the accounting software e-conomic and the online salary system Danløn
- Ability to independently manage your own time and deliver high quality products
- Strong ability to maintain an overview
- An eye for detail and good understanding of numbers
- Solid experience working MS Office and super-user in Excel
- Fluency in both oral and written Danish and English
- A strong drive to leave a positive impact on your surroundings and on the Nordic region.

### How to apply

Please send a resume, grade transcript and a letter answering the following two questions:

1. If you could pick any person in the world to act as your personal mentor for the next year, who would you pick and why them?
2. Describe the three most important attributes you would bring to Voluntas

Selected candidates will be invited for self-awareness interviews to discuss their virtues, interests, competences and experience and to test their problem-solving skills through case studies. For any inquiries feel free to contact Head of Operations Rune Schødt on +4525456826 or [rsc@voluntasadvisory.com](mailto:rsc@voluntasadvisory.com).

Deadline is October 9<sup>th</sup> - interviews will be conducted ongoingly.



**Honesty**  
above compassion



**Facts**  
above emotions



**Humbleness and hard work**  
above good intentions



**Self-awareness**  
above self-confidence