
United European
Gastroenterology (UEG)
House of European
Gastroenterology
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Austrian Register of
Associations
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Position: Junior Finance Manager (m/f/d)

Start: As soon as possible – full time (37,5 hours/week)

Location: Wickenburggasse 1, 1080 Wien

About UEG

UEG, or United European Gastroenterology, is a professional non-profit organisation combining all the leading European medical specialist and national societies focusing on digestive health. The mission of UEG is to improve the prevention and care of digestive diseases in Europe through providing education, supporting research and improving clinical standards. UEG's headquarters is in Vienna, Austria where we coordinate all association, education and congress-related matters. All other important information regarding our organisation can be found on our website at www.ueg.eu

The open Position

We offer the opportunity to work long-term in our dynamic team and take responsibility for shaping and further developing our financial processes. The scope of duties includes ensuring smooth payment processes, precise invoicing, and effective collaboration with our external accounting and tax advisory services. Additionally, you will support central financial tasks such as budgeting, reporting, and annual financial statements, gaining valuable insights into various financial areas of our organization.

Responsibilities

- Management of incoming and outgoing invoices, including preliminary posting
- Processing payment transactions and monitoring payment flows
- Management of the petty cash and credit card payments
- Collaboration with our external accounting and tax advisory services
- Support with budgeting, annual financial statements, ad hoc reports, and cash-flow management
- Organization and optimization of administrative processes in the finance department

Requirements

- Completed or ongoing education in business administration (e.g., commercial academy or university)
- Initial professional experience in finance or accounting is an advantage
- Precise and organized working style with a strong affinity for numbers
- Analytical and structured approach to tasks
- High level of initiative, motivation, and ability to work independently

- Proficiency in MS Office applications, especially Excel and PowerPoint
- Business-level fluency in German and English, both oral and written

We offer

- Efficient onboarding into a well-coordinated, international team and an open and appreciative working atmosphere and meaningful work.
- The opportunity to incorporate your skills within an innovative scientific organisation and to further develop your professional abilities.
- A family-friendly, flexible work environment, home office as well as a modern and easily accessible office.
- Social benefits including coverage of the “Wiener Linien” annual ticket, food vouchers, childcare support subsidy and others.
- A gross annual salary according to the Austrian collective agreement “Werbung und Marktkommunikation” with the readiness for overpayment in case of corresponding experience and qualification as well as further social benefits.

Interested?

If you're ready to actively contribute and get involved, we'd love to hear from you! At UEG, we believe that everyone has something valuable to offer, and we encourage you to apply even if you don't fully meet all the listed requirements.

Apply now by sending your CV and cover letter to: c.ritsch@ueg.eu!