

External accountant / bookkeeper

- *External consultant*
- *Deadline: 15 February 2026*

Founded in 2015 and registered in Berlin, Germany, the [Civil Forum for Asset Recovery \(CiFAR\)](#) is a non-profit, civil society organization which works across the globe for transparency and accountability in the investigation, confiscation and return of public money stolen through corruption. Since its founding it has worked in a range of areas to support more citizen and civil society involvement and public debate in illicit financial flows and asset recovery. This has included running projects to support early-career journalists to investigate cross-border corruption, providing trainings to civil society and young people on asset recovery, running public awareness campaigns and events, engaging with governments to discuss ongoing cases, presenting the work of civil society at international forums and supporting collaboration between civil society across borders.

We're looking for an external accountant to join our team for approximately 2 days a month. You would be responsible for ensuring that we meet the highest standards in our accounting practices, providing essential support for the work that we do to advocate for transparent, accountable and participatory asset recovery.

Our financial accounting needs encompass

- An annual budget of around €300,000, with approximately 600-800 transactions annually across our accounts
- A need to produce financial reports for donors on a quarterly or annual basis, depending on the donor
- An annual financial audit, and occasional specific project audits
- An understanding of German accounting rules

The role would entail

- Recommending and implementing a new accounting software system: Our accounting uses currently an open source accounting system but we would be looking to transition to something more useable for us and our auditors.
- Bookkeeping and ensuring effective accounting sufficient to the needs of our donors and overall policies
- Undertaking reconciliations, in cooperation with the Directors
- Preparing for and being the point person for annual and project audits

You should

- Have experience and a qualification in accounting, ideally with non-profit organizations
- Be fluent in English and have a good command of German
- Be committed to anti-corruption and integrity values



CIVIL FORUM FOR ASSET RECOVERY

Köpenicker Str. 147, 10997 Berlin, Germany
Registry Number VR 34993 B Amtsgericht Berlin,
Charlottenburg

- Be a registered freelancer / able to provide us with invoices or have the right to work in Germany if you would like to be considered for an employment contract

We offer

- An interesting place to work
- The opportunity to take the lead on the area and make it your own
- An experienced leadership to support you

We are committed to a working environment in which everyone has an equal opportunity to fulfil their potential. We welcome applications from suitably qualified people from all sections of the community and actively encourage applications from persons part of disadvantaged groups.

To apply

Please send a CV and cover letter, stating your fee for the service to info@cifar.eu by the 15 February 2026 with the subject line External Accountant.