

## About Kekst CNC

Kekst CNC is a leading global strategic communications firm that specializes in protecting and enhancing reputations. From 15 locations around the globe, our team of 250 professionals provides expert communications counsel, informed by judgment, insights and data-led analysis. We apply our communications expertise across high-stakes corporate, financial, and political matters, helping businesses communicate effectively through periods of disruption, transformation and growth. Kekst CNC is part of the Publicis Groupe. For more information, visit [www.kekstcnc.com](http://www.kekstcnc.com)

To support our office in **Munich** we are hiring a fulltime

## Junior Finance Manager (m/f/d)

### About the Role

If you have gained first experiences in the finance department of a company and are ready for the next step in your career by taking on more responsibility, then this opportunity might be for you. Working in an ever-changing work environment, we want you to contribute your energy and ideas. The role will be based within the Munich finance team, which is part of a global finance function, supporting our offices across the world. If you are, in addition to the classic tasks in financial accounting, also interested in the topic of project controlling, then you have come to the right place.

### Main Responsibilities

- Independent processing of all business transactions such as accounts payable, accounts receivable, banks and travel expenses in cooperation with our Shared Service Centre mainly for our office in Brussels as well as supporting our locations in Germany and Paris
- Creating and maintaining master data for creditors and debtors mainly for our office in Brussels as well as supporting our locations in Germany and Paris
- Invoicing and dunning for our office in Brussels in close collaboration with the project managers
- Participation in the preparation of the monthly closings, the annual financial statements as well as the associated group reporting to Publicis Groupe
- Participation in the preparation of regular forecasts
- Support in internal project controlling (creation of master data, preparation of reports and analyses etc.)

### Requirements

- Completed commercial apprenticeship or completed bachelor's degree
- At least 2 years of professional experience in the finance department of a company
- Responsible, precise, solution-oriented way of working and hands-on mentality
- Strong teamwork and communication skills and the desire to work on your own initiative
- Business fluent spoken and written English and German, French is a plus
- Strong command of all Microsoft Office programmes, especially Excel and Word
- Knowledge of SAP and MS Dynamics NAV are a plus

**What we offer**

Kekst CNC offers an inspiring working atmosphere, lots of fun at work and an open, supportive corporate culture. The German offices are sociable and dynamic workplaces and continue to grow. Although you would be based in Munich, you would interact with colleagues and contacts all over the globe. In addition to exciting development opportunities, we offer a competitive salary, bonus scheme and benefits package. During your time as a Junior Finance Manager you will be assigned to your line manager, who will accompany you during this stage of your career.

**Please send your resume and cover letter, or any questions related to the role,  
to the following e-mail address: [career-emea@kekstcnc.com](mailto:career-emea@kekstcnc.com)**

We look forward to your application!

Kekst CNC is an Equal Opportunity Employer. All qualified applicants will receive considerations for employment without regard to race, colour, age, religion / belief, sex, sexual orientation, gender identity / expression, national origin, disability, marriage and civil partnership status, pregnancy and parental status, or any other characteristic protected under EU, state or local law, where applicable.