

vsquared ventures

Junior Finance and Administration Manager (m/w/d) - Munich

We firmly believe that emerging science and technologies are our best chance to tackle the world's biggest and most fundamental social, economical and environmental problems. Deep tech is no longer the primary playground of deep pockets, corporate R&D and research facilities, but of young, independent and highly talented tech entrepreneurs. They start companies with the potential for transformational change with solutions built around unique, protected or hard-to-reproduce technological or scientific solutions. This mega-trend will not only impact the largest existing industries but also create entire new markets and thus represents the biggest investment opportunity of our times.

As we continue to grow, adding new Funds, AUM and portfolio companies, it's time to lift our finance department to the next level. Therefore, we are looking for a Junior Finance and Administration Manager. Your role will include assisting the fund in all financial, legal and day-to-day matters, supporting with the quarterly investor reporting as well as overseeing our book-keeping. There is also room for you to initiate your own projects and take ownership of workstreams.

We expect exponential and scalable growth from the technology and teams that we back and we believe that "The whole is more than the sum of its parts". Knowledge and access have always been key ingredients for frontrunners to succeed.

If you can see yourself working alongside the financial and administrative matters of a venture capital fund while dealing with smart, fun and always curious colleagues, we would love to hear from you.

Please send your CV to patrick.huemmer@vsquared.vc



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What a typical day looks like:

- Own and oversee all aspects and ensure best in class quality of reporting to the fund's investors including quarterly and annual reports, audits, investor presentations and ad hoc requests.
- Coordinate and oversee our book-keeping, the preparation of financial statements and tax returns (with external service providers).
- Manage and supervise all fund related third party service providers including banks, insurance, tax, auditors etc.
- Carry out financial analysis on a portfolio and fund level.
- Assist the fund in all financial, legal and operational day-to-day matters.
- Support the team in many areas such as anti-money laundering or ESG
- Support strategic projects and initiate your own.

Please note that this role is not an investment team role, nor will it develop into one. Nevertheless, you will work closely with the investment team.

What we are looking for:

- Professional qualifications in the relevant fields (finance, accounting, tax, or equivalent).
 - Around one to two years experience, e.g. at a Big 4 accounting firm in the audit department, financial services company, fund administrator or the finance team of a private equity/venture capital firm.
 - Excellent knowledge of Excel (programming skills desired).
 - High interest in startups and early-stage financing .
 - Team focus, valuing the importance of extensive team involvement and always having a humble minute for your teammates and the entrepreneurs we work for Knowledge of Power BI or similar tools are a great advantage.
 - Rigorous curiosity, intrinsic motivation and self-driven ownership.
 - Fluent in English and German.
 - Long-term interest in building a career in venture capital.
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