

ACCOUNTANT (PART TIME)

THE COMPANY

August Robotics is a growing international start-up which builds **robots to automate dirty, dangerous and dull jobs** for businesses. The company is headquartered in Hong Kong and has offices in Germany, USA and mainland China. The company enjoys the support of some of Asia-Pacific's most prolific VC investors: <http://tinyurl.com/robotaust>.

August Robotics believes in the potential for **humans and robots to collaborate and co-operate**, and aspires to be at the forefront of the coming "robotics revolution". Our first robot, Lionel, was released in 2019 and is already beloved by our customers in the exhibition industry – see <http://exhibitions.augustrobotics.com>. Lionel is now expanding into the construction sector: <http://construction.augustrobotics.com>.

YOUR SKILLS

You must show:

- Either an **accounting** degree or at least **2 years** of work experience as an accountant or a book-keeper
- Excellent quantitative skills
- Care and attention to detail
- **Fluent English skills** (written and oral)
- **Native German skills** (written and oral)
- Familiarity with Microsoft Excel
- Entrepreneurial spirit and a creative mindset
- **Right to work in Germany** (without needing company sponsorship)

The following are not required but would be viewed favourably:

- Experience with **ELSTER** and German corporate tax filing system and forms
- Familiarity with **Xero** or other online accounting platforms
- Experience with online purchase order/expense management platforms
- Demonstrated familiarity with German company secretarial requirements (Tax Bureau, Employment Bureau, Social Security, audit of accounts, insurance, etc...)

You should be a self-starter, with strong organisational skills and an ability to work proactively and independently to meet filing deadlines.

You should be **comfortable with ambiguity** and excited by the idea of working in an entrepreneurial culture. You should be **open to learning new things**, and willing to jump in and lend a hand on a range of different issues when the need arises. You should be able to handle **confidential** information with **extreme discretion**.

THE ROLE

1. Germany & USA local statutory compliance, tax returns & audits

- Prepare draft tax reports (VAT return, annual corporate tax return, e-bilanz) for Germany Operations in ELSTER and work with German auditors
- Prepare draft tax reports (annual tax return) for USA operations and work with USA auditors
- Ensure that the company maintains good standing by executing all required statutory filings in Germany and the USA
- Be responsible for monthly, quarterly, and year-end reconciliation of accounts, including VAT and taxes in Xero

2. Invoicing and payments

- Create and send customer quotations and invoices to support the commercial team, and manage accounts receivable timelines
- Initiate purchase orders and manage purchasing of office supplies in Europe and USA
- Bill creation and payment initiation to manage accounts payable
- Liaise with suppliers, customer account departments, and banks on behalf of the company

3. Expense Management

- You will approve (or reject) expense claims submitted by staff members in Europe and North America by applying the company's detailed Expenses Policy

This position is a **half-time role** (4-5 hours per day), and the successful candidate may choose either to **work from home** or from the company's office premises in **Düsseldorf**.

HOW TO APPLY

This is a unique opportunity to join a well-funded start-up with an experienced leadership team during the early stages of growth. To apply, please send your CV and cover letter to employment@augustrobotics.com.