

Job Vacancy  
28 March 2024

## Working Student (m/f/x) Finance & Legal, Berlin or Munich

The BMW Foundation Herbert Quandt unites economic innovators, political decision-makers, leading scientists, and representatives of civil society in a global network.

Together, we transcend borders, cultures, and systems to advocate for innovations and sustainable changes that pave the way for innovative economies and resilient democracies. These efforts serve as the foundation for a fairer and more livable future.

**We are hiring a working student (m/f/x), earliest starting date by mid-May 2024, based in Munich or Berlin, to join our Finance & Legal Team.**

### Your tasks – What we are looking for

- Payments: supporting timely and accurate processing of payments, coordination of credit card debits, maintaining records for all transactions.
- Administration: responding to internal and external queries, preparation of decision papers and internal meetings.
- Supporting in analyzing financial data and preparing reports using MS Excel.
- Coordinating business travel requests
- Contract management: updating contract templates, contract-related process documents, contract database maintenance, contract manual.
- Overall team support: depending on current priorities and annual budgeting/reporting cycle

### Your profile – What you will contribute

- You're currently enrolled in a bachelor's or master's program in Germany, based in Berlin or Munich.
- Your degree is in Finance, Economics, Business Administration, Non-Profit Administration, Law or a related discipline.
- You're fluent in written and spoken German and English.
- You have a keen interest in financial processes and good organizational skills.
- You work accurately and reliably, and show high diligence and trustworthiness.

- You're proficient in Excel and feel comfortable working with a large amount of data and numbers.
- You are able to work independently and autonomously as well as a genuine team player to coordinate and collaborate effectively with various teams.

### Our offer – What you can expect

- A multinational and passionate team that is committed to working towards a fairer and more livable future.
- The opportunity to work on meaningful and varied projects and to enhance your professional and personal development.
- A working student contract (20h/week) with flexible remote work options within Germany.
- Generous subsidy of eGym Wellpass.
- Start date: mid-May 2024.
- Duration: Preferably one year or more.
- A unique workplace at the BMW Foundation's office right in the middle of Berlin's government district or on Munich's Prater Island.

### Are you interested?

If you are interested, please send your full application (letter of application, CV, diplomas/certificates) as a PDF file (no photo required) to Regina Sandig (she/her) at [recruiting@bmw-foundation.org](mailto:recruiting@bmw-foundation.org) (subject line: "Working Student Finance & Legal").

Responsible Leadership also means working towards equality. Therefore, the BMW Foundation explicitly welcomes applications from all individuals regardless of gender, nationality, ethnic origin, religion/belief, disability, age, sexual orientation, and identity. Where qualifications are equal, preference will be given to people with severe disabilities.

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For more information about the BMW Foundation and its activities, please visit our website at [www.bmw-foundation.org](http://www.bmw-foundation.org) and Social Media @BMWFoundation.