

# Wanted: Associate Finance & Business Operations (part- or fulltime)

We are growing and have ambitious plans for the future. Do you want to support us on our thrilling journey towards more effective impact finance? Are you eager to work in an agile and dynamic impact enterprise? If so, we are looking for you to join our enthusiastic and multicultural team! We are based in Frankfurt, Germany, with hubs in Berlin and Cape Town, South Africa, but are open to exploring remote work options worldwide.

## Roots of Impact - Effective. Impact. Finance.

Roots of Impact is a manager of catalytic capital. As a pioneer in Impact-Linked Finance, we believe in aligning capital with incentives to drive change for people and the planet. Our mission is to empower entrepreneurs to achieve impact at scale by managing innovative funds, providing quality advisory and education, and building the field for Impact-Linked Finance.

## Your opportunity:

You don't have to be an impact finance wizard to fill out this role. Our future team member will be supporting our Finance & Business Operations team across several critical functions, including HR, IT, Controlling and Administration. This is a unique opportunity to work in an international and dynamic environment, where you will be able to use your skills and experience to make a real impact. Our new team member will fill an exciting role that includes the following responsibilities:

- Contribute to the development and implementation of policies and procedures to improve operational efficiency and effectiveness.
- Support the Controlling function, including budgeting, accounting, and financial reporting.
- Assist with IT-related tasks and system maintenance (CRM and time tracking tool).
- Provide support with HR-related tasks, such as employee hiring, onboarding, and training & development.
- Other tasks depending on your personal potential and interests.

## Could this be you?

What you should bring:

- A passion for making finance work for positive impact and for becoming an integral part of our vision and team.
- At least 2 years of experience in a similar role.
- Bachelor's degree (Master's degree preferred) in Business Administration or a related field.
- Strong organizational and problem-solving skills.
- Excellent written and verbal communication skills.
- Curiosity, drive and confidence to work in diverse cultural contexts as well as teamwork skills.
- Fluency in English. German is a plus.
- Proficiency with Microsoft Office suite and experience with HR and IT systems
- Experience in remote work and ability to work effectively in a virtual environment.



## What we offer:

- A great, multicultural, and diverse team
- Remote work
- Support in home office workstation set-up
- Flexible working hours
- Personal development opportunities
- Regular team events
- Gym membership support
- Buddy program to ensure the best possible onboarding experience
- For employees based in Germany: Kita Support (“Zuschuss Kinderbetreuungskosten”)

## How to apply:

If you are interested in seizing this opportunity, we look forward to receiving [your CV](#) and [cover letter](#) at [talent@roots-of-impact.org](mailto:talent@roots-of-impact.org). Please indicate in the subject line “Application: Operations Associate”. In the cover letter (max. 1 page), please address the following questions:

1. What attracts you to Roots of Impact’s work?
2. How do you think you can add value to Roots of Impact?
3. What are your salary expectations (specify if full- or part-time position)?
4. What is your proposed place of residence?
5. What is your earliest preferred starting date?

For more about Roots of Impact, please visit: <https://www.roots-of-impact.org>

## Data storage:

By applying for this position, you give us consent to add and store your data in our talent pool. We reserve the right to use this data for potential future recruitment purposes. If you would like to have this data removed, please contact us via [talent@roots-of-impact.org](mailto:talent@roots-of-impact.org).

## DEI note:

Roots of Impact is an equal-opportunity employer. We deeply believe in equality and diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and disability. We welcome applications from individuals of all backgrounds and abilities and are committed to providing an accessible candidate experience. If you need any accommodations or adjustments throughout the interview process and beyond, please indicate this in your application.

