

KAYA Climate Solutions GmbH - Finance



KAYA is a Germany- and Angola-based for-profit organisation that came to life in 2023. It was started by purpose-driven professionals with different cultural backgrounds and with several years of experience in nature conservation, clean energy, and rural development. KAYA's vision is to mitigate climate change by working with nature. KAYA is currently developing multi-year landscape-scale nature conservation and restoration projects in Angola and other regions in southern Africa. It offers businesses and institutions the opportunity to compensate for their non-avoidable carbon footprint by investing in these projects.

Werkstudent:in Finance

Intern / Student, Full or part-time · Berlin for a start-up with purpose

City: Berlin; Starting date (earliest): At the earliest possible; Duration: 1-2 Jahre;

Remuneration: € 13- €16 per hour; Closing date: 29/08/25

Working field

Your mission

In this newly created role, you will support KAYA to master and improve processes in the areas of Finance, Human Resources and General Management in Berlin. You will directly work with the Head of Finance and Legal and with the Human Resources Manager. You will soon take over some recurring tasks and you will be involved in various initiatives launched by the Finance and HR departments. The expected work time is 20 hours per week. The start date is as soon as possible. An internship should cover at least six months.

Your responsibilities

- Take over preparatory accounting, invoice verification (including VAT verification) and accounts payable management after adequate training
- Assist with preparation of information for monthly payroll
- Support budget planning and monitoring
- Prepare monthly cash report and forecast
- Collect information for preparing our monthly reporting
- Participate in various finance-related projects
- Perform administrative tasks and support the finance team in daily operations
- Manage and upkeep the office and office inventory
- Manage and report office budget
- Support with organizing and managing organizational events

Requirements

Your profile

- Very good German and English language skills, both written and spoken

- Willingness to come to our office at least twice a week
- Willingness to deep dive into financial, administrative and compliance processes of a German startup
- Proficiency in MS Office, especially Excel
- Attention to detail
- Flexibility to adjust to changing priorities within a young, growing and intercontinental organisation
- Previous practical experience in finance is a plus, but not required

What we offer

What we offer

- Insights into various areas of finance
- An exciting office environment at the Impact Hub Berlin
- A purpose-driven startup atmosphere and a multicultural team

Application

Please go to this link

<https://kaya.jobs.personio.com/job/2261303?display=en>

for applications only

A German work permit is required for this job.

More information at <https://stellenticket.de/196611/HTWB/>

Offer visible until 08/09/25

