

## Job Description

### Financial Changemaker (Accountant)

Type of Contract	Part-time. Flexible working hours and policy.  Initially 20 to 24 hours a week with the expectation to increase to 30 - 35 hours a week in 6 to 12 months.
Length of Contract	Indefinite / Permanent or Freelancer
Start Date	Sept 2025
Office / Location	Work remotely, but must be available on European weekdays

Overview of Organisation	<p>The GDS-Movement is a pioneering, data-driven international change agency that acts to catalyse socio-economic and environmental transformation in cities and regions across the world. Our mission is to empower tourism and events professionals with the mindsets, skill sets, and toolsets to co-create more regenerative and resilient destinations to visit, meet, and live in.</p> <p>The GDS-Movement evolved from the Global Destination Sustainability Index; the world's leading sustainability benchmarking and performance improvement programme for destinations and their visitor economy. It is a collaborative partnership between ICCA, IMEX Group, City Destinations Alliance (CityDNA), MCI Group, and GUBI consulting.</p> <p>We actively seek individuals with diverse backgrounds and experiences and value authenticity. We are committed to creating an inclusive environment where your talents and contributions are appreciated and celebrated.</p> <p>We are a passionate, dynamic, and growing global team, totally committed to building a regenerative visitor economy. We love time in nature, a healthy work-life balance, laughing, and living life to the full. Find out more at <a href="http://www.gds.earth">www.gds.earth</a>.</p> <p>The GDS-Movement is a small company based in Barcelona, with international clients and suppliers that span the world. The team is also international and consists of about 20 people comprised of permanent staff and freelancers.</p>
Job Objective	<p>As we grow and scale our impact, we are seeking an accountant to support our current Finance Manager and ultimately to take over and lead the financial management of the GDS-Movement.</p> <p>This key role will support our mission by ensuring accurate, transparent, and efficient financial management, enabling us to operate with integrity and confidence as we drive change in the tourism and events sector. The accountant will work closely with the</p>

	<p>leadership team and external partners to maintain financial stability and efficiency, improve processes, and ensure EU compliance.</p> <p>We are looking for a proactive, reliable person who will work with our accountants to manage our financial operations. This role covers all aspects of financial management from day-to-day bookkeeping and transactional management to more strategic planning and reporting.</p>
<b>Main Responsibilities</b>	<p>The accountant will manage all accounting-related activities in our organisation. You would be responsible for maintaining internal controls over financial reporting, presenting financial reports to an executive team, and overseeing the preparation of budgets.</p> <p><b>Finance management</b></p> <ul style="list-style-type: none"> <li>• Management of invoices including issuing, monitoring, and controlling unpaid invoices</li> <li>• Management of expenses and payments</li> <li>• Registration of invoices, expenses, salaries and credits</li> <li>• Reconciliation of bank balances</li> <li>• Work closely and develop relationships with external accountants and advisors (VAT, IRPF, finance etc.)</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Providing timely and accurate management accounts to help support decision-making and strategic planning</li> <li>• Manage month-end processes</li> <li>• Oversee the monthly and annual financial statements, reports, and returns (working with our accountants and advisors)</li> </ul> <p><b>Budgets and managing cash flow</b></p> <ul style="list-style-type: none"> <li>• Preparation, management, and monitoring of budgets</li> <li>• Manage cash flow and forecast future cash needs</li> </ul> <p><b>Controls, processes, and compliance</b></p> <ul style="list-style-type: none"> <li>• Collaborate with the executive team to establish more effective processes and controls that ensure the integrity of the company's financial information</li> <li>• Development, improve, and implement new financial management systems</li> <li>• Develop, improve, and implement accounting, policies, and procedures</li> <li>• Ensure compliance with all local, regional, and national regulations</li> <li>• Build relationships with suppliers and consultants</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Assisting in HR administration and contracts</li> <li>• Negotiating and managing supplier contracts</li> <li>• Assisting the business with contract reviews</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Internally, he/she/they will report to the CEO</li> <li>• Working alongside the Operations Director</li> <li>• Externally, the person will manage relationships with the external accountants</li> </ul>

Experience and Education	<ul style="list-style-type: none"> <li>▪ <b>Minimum 4 years' relevant experience working as an accountant</b></li> <li>▪ <b>Fluency in written and spoken English and Spanish (Advanced/C1)</b>, with other languages appreciated</li> <li>▪ <b>University degree</b> in Business Administration, Economics, Accountancy, or related field</li> </ul>
Specific Technical Skills	<ul style="list-style-type: none"> <li>• Excellent knowledge of Microsoft Office 365 and advanced Excel skills</li> <li>• In-depth knowledge of accountancy software.</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>• <b>Passion and drive to create a more sustainable world</b>, and to work in a team that delivers impact</li> <li>• <b>Excellent interpersonal skills</b> with a desire and ability to work within a multi-lingual and multi-cultural team</li> <li>• <b>Ability and desire to work remotely</b> to deliver results with minimum management oversight (Barcelona-based candidates can benefit from the GDS-Movement co-working office)</li> </ul>
Salary	<ul style="list-style-type: none"> <li>▪ Based on experience</li> <li>▪ The salary will be prorated to match the contractual hours.</li> </ul>
Travel	<ul style="list-style-type: none"> <li>▪ Not normally a requirement, besides an annual offsite near Barcelona.</li> </ul>