

# SUPERFLEX seeks General Financial Manager

## Maternity Cover

The position is for the period 1st August 2022 till 30th September 2023. SUPERFLEX is an artist studio based in Copenhagen currently housing 13 employees and 3 interns. The studio's art practice is currently focused on the issues of climate change and public space. The work atmosphere is casual and the workplace language is mostly English.

### Responsibilities:

- Budget planning and financial controlling of projects
- Managing in-house operational budgets
- Overseeing invoicing, billing and timely vendor payments
- Regular financial reporting to the CEO and to the external accounting team
- Communication with clients and partners concerning budgetary issues
- Overseeing and optimizing time registration of projects
- Managing operational task, such as the studio insurances, subscriptions and general compliance matters.
- Managing smaller HR related matters, such as reporting staff hours, vacation and sick days for staff

### Qualifications:

- Extensive experience within budget planning and financial reporting
- Excellent skills within Excel
- Good communication skills in Danish/English
- Fluency in Danish is a plus, but not a requirement

SUPERFLEX is a small/mid-size company and the job as General Financial Manager therefore requires flexibility and the willingness to wear multiple hats. It is essential that the candidate for GM has extensive experience within the field of finance as she/he will be working largely independently in this field on a day-to-day basis.

### Indrykningsdato

04.05.2022

### Ansøgningsfrist

13.06.2022

### Virksomhed



SUPERFLEX

### Fagområde



Andre kunst- og kulturjobs

### Angiv type af ansættelse

Barsel

### Navn på kontaktperson

Angela Valldorf

[angela@superflex.net](mailto:angela@superflex.net)

### Søgstilling

<https://superflex.net/about/jobs>



The job is 25 hours/week. Salary upon qualifications. All applications should include a CV and a cover letter and be sent to: [jobs@superflex.net](mailto:jobs@superflex.net). For questions about the position, please contact Head of Operations, Angela Valldorf ([angela@superflex.net](mailto:angela@superflex.net)). The application **deadline is Monday 13th June 2022 at 10:00.**