

Consultant for Economy and Finance

Students' Union of the University of Arts Linz | Linz, 21.03.2025

The Students' Union of the University of Arts Linz is looking for
a **Consultant for Economy and Finance**.

The role as Consultant for Economy and Finance includes the following areas:

- Managing the cash book and conducting regular inventory checks
- Maintaining the fixed asset register
- Bookkeeping and processing ongoing transactions
- Assisting with budget planning and annual financial statements
- Reconciling event expenses, drafting applications and projects, obtaining quotes, etc.
- Advising student representatives and departments on financial matters
- Documentation, filing, and archiving (ÖH-Wiki)
- Participating in relevant training and networking events
- Participation in university representation meetings and team meetings

Your Profile Ideally Includes:

- Confident communication skills in German (spoken and written)
- Reliability, accessibility, humour, and patience
- A structured and transparent way of working
- A major course of study at Domgasse is an advantage but not mandatory

The Students' Union of the University of Arts Linz offers you the opportunity to work in a dynamic team within an extraordinary and exciting environment. You will have the chance to develop your professional skills and actively shape future processes.

Furthermore, the position as Consultant for Economy and Finance provides the possibility of extending family or student allowances, earning ECTS credits for elective courses, and receiving a functional allowance of 100 € (12x per year) as compensation for the voluntary work.

The position of Consultant for Economy and Finances is explicitly advertised for the period May–September 2025 to train a candidate for the role of Deputy Advisor for Economy and Finance.

As the role requires an extensive training period, a willingness to commit long-term and to take over the position of Deputy Advisor for Economy and Finance from October 2025 is expected. The position of Deputy Advisor for Economy and Finance is currently compensated with a functional allowance of €250 per month (12x per year).

We look forward to receiving your application documents, including your CV and a list of your previous activities, via email at oeh.bewerbung@kunstuni-linz.at !



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