

# MANIFESTA 16 Ruhr

## Vacancy Manifesta 16 Ruhr Finance Assistant (Production/Operations)

### What is Manifesta?

Manifesta rethinks the relations between culture and society by investigating and catalysing positive social change in Europe through contemporary culture in dialogue with the social sphere of a specific place. Since 1996, the Manifesta biennial takes place in a different European city every two years. Manifesta 16 Ruhr will take place across a variety of cities in the Ruhr Area in 2026 and will focus on transforming former churches into spaces for culture and community. The Manifesta 16 Ruhr headquarters are in Gelsenkirchen-Ückendorf. The Business team is looking for a Finance Assistant (Production/Operations) to join the department and to execute the coordination of related financial processes, documentation, and compliance activities.

### Job Description

As part of the Manifesta 16 Business team, the Finance Assistant (Production/Operations) will support the Head of Business and Senior Business Coordinator in their daily tasks and activities. This role will focus on supporting the Manifesta team by acting as the bridge between the Production and Operations Teams and the Business Team, ensuring a smooth flow of information, documentation, and compliance in all financial matters.

Manifesta 16 Ruhr gGmbH  
Kronprinzenstr. 35  
45128 Essen  
Germany  
TAX Number 112/5978/1340

Initiating Partners

MANIFESTA

REGIONALVERBAND  
RUHR

Ministry of Culture and Science  
of the State of  
North Rhine-Westphalia



## Core tasks and responsibilities

- Support the Production and Operations Teams with preparation, processing, and monitoring of procurement requests and contracts in line with AnBest-P rules and internal financial protocols.
- Collect and verify financial documentation (quotes, invoices, receipts, contracts) from the team and suppliers for approval and processing.
- Track and reconcile related budgets, providing regular updates to the Senior Business Coordinator, Head of Business and relevant leads.
- Monitor expenditure against sub-budgets, flagging risks of overspend or cost deviations.
- Assist in the preparation of financial documentation required for reporting to funders, auditors, and management, ensuring compliance with procurement thresholds and documentation requirements.
- Support the Production and Operations Team in adhering to procurement processes (e.g. three-quote procedures, direct award justifications), providing guidance on financial documentation standards.
- Process expense claims, per diems, and travel reimbursements for both team members and external collaborators in line with Manifesta's financial rules and funding requirements.
- Maintain accurate filing and archiving of related financial records, ensuring accessibility and audit-readiness.
- Assist in month-end and year-end processes by preparing reconciliations and reports on expenditure.
- Liaise with suppliers, contractors, and service providers to resolve invoice or payment-related queries.
- Ensure timely submission of financial documentation from the Production and Operations Teams to avoid delays in payments and reporting.
- Provide financial data and analysis to support planning, scheduling, and contract negotiations.
- Contribute to improving communication and alignment between the Production, Operations and Business Teams, fostering efficient and compliant workflows.

## Candidate's profile

- Fluent in German and English (both spoken and written).
- A university degree or equivalent qualification.
- At least two years of professional experience in finance, accounting, or administrative support, preferably in a cultural or production/operations-related context.

- Results-oriented and able to work to strict deadlines and reporting requirements.
- Time management and organisational skills with the ability to coordinate and monitor overlapping requirements and schedules.
- Excellent communication skills; familiarity with liaising with suppliers, contractors, and internal stakeholders.
- Ability to work in a dynamic, fast-paced environment.
- Attention to detail and diligence in financial and administrative processes.
- Discretion in handling confidential financial information.
- Experience with budgeting, procurement, and financial administration.
- Ability to interact with an international team, as part of a larger structure.
- Experience with Microsoft Office 365, accounting software such as Zero/QuickBooks, ApprovalMax and DEXT and digital filing systems.

## Employment conditions

The Finance Assistant (Production/Operations) needs to be based in the Ruhr Area for the full duration of the contract.

Starting date: The role is available to commence immediately, or as soon as is practicable, until the end of October 2026. This is a full-time position.

Manifesta 16 Ruhr cannot consider applicants who wish to combine this function with another job or occupation.

Diversity and inclusion are firmly anchored in our corporate culture. Therefore, we welcome all applications, regardless of gender, age, disability, religion/belief, ethnic origin or sexual identity.

You can find our data protection information [here](#).

## Application

Please send your letter of motivation and CV in English by 28.11.2025 to [m16jobs@manifesta.org](mailto:m16jobs@manifesta.org), with Finance Assistant (Production/Operations) in the subject line of the email. Interviews will be conducted by Caroline Stanners, Head of Business, or a delegate from her department.

Interviews will take place in November/December in Gelsenkirchen or online.

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