

Job Description: Controller (junior) - full time

Location: Berlin

About Us:

Burda Principal Investments (BPI) is a leading growth-stage VC investor with international coverage. We back world-class, consumer-facing digital technology companies driven by our deep market expertise in areas such as marketplaces & platforms, fintech, cybersecurity, AI and innovative materials. BPI is an active and supportive investor, and we bring operational experience, hands on value-add and integrity to all our investment activities. Our portfolio includes successful start-ups such as Vinted, Nord Security, Bloom & Wild, Aleph Alpha, Carsome & BillEase. As part of media and tech company Hubert Burda Media, we leverage a vast network of global expertise and assets.

Our diverse team of 25 professionals spans Berlin, Munich, London, and Singapore, uniting talent from 10 different nationalities with a wide range of experiences and backgrounds. At BPI, teamwork is at the core of our success. We foster a culture of curiosity, challenge, and continuous learning and are willing to go to great lengths to arrive at the right investment decisions.

Your role:

We're seeking a highly motivated and detail-oriented Controller to join our Operations team at BPI. In this role, you'll work closely with senior team members to oversee planning, reporting, and seamless administration across the firm and our investment funds—playing a key role in supporting our dynamic and growing venture capital platform.

Your responsibilities:

Fund Administration & Investor Reporting

- Support in preparing quarterly investor reports including fund performance updates, and portfolio valuation overviews
- Collection, tracking and reporting on key financial and non-financial KPIs of portfolio companies, ensuring timely and accurate data collection

Financial Planning & Statements

- Assist in preparing internal annual budgets, mid-year forecasts and conducting variance analyses to identify key trends and deviations
- Oversee the invoicing flows across our funds, ensuring accuracy, and coordination between entities.
- Assist with requests for information relating to monthly, quarterly, and annual financial statements

Audit & Compliance:

- Co-ordinate the preparation of audit documentation and collaborate with external auditors during the end of year process.

Ad-hoc Financial Analysis & Support:

- Conduct analysis on bespoke portfolio and fund level data
- Organise and maintain financial data sets, including via our digital platform.
- Help document and streamline financial processes to improve accuracy and efficiency.

Cross-Department Collaboration:

- Work closely with our investment and management team and other stakeholders across corporate controlling, accounting and finance.

Your qualifications:

- **1-3 years of experience** in controlling, accounting, finance, or audit, preferably with knowledge of venture capital structures and valuation methods.
- **Strong analytical skills** with a meticulous attention to detail, capable of working with large datasets to identify key trends and insights.
- **Proficient in Microsoft Office Suite** (Excel, PowerPoint, Power BI etc.), as well as other data analysis tools. Experience with SAP (FICO) a plus.
- **Highly organised** with the ability to work efficiently in a fast-paced, dynamic environment, managing fixed deadlines.
- **Self-starter**, taking ownership and responsibility for a range of tasks and projects across different workstreams.
- **Team-oriented** with a collaborative mindset, able to work well within distributed and remote teams.
- **Excellent communication skills**, both written and oral, to engage effectively with a variety of stakeholders.
- **Fluency in both English and German**

What we offer:

- Joining our team means driving initiatives, creating impact and contributing to the success of our rapidly growing investment unit and the portfolio of companies we support.
- You will gain deep learning and hands on experience in dynamic processes, and access to a wide international network.
- As part of our commitment to your professional growth, BPI offers extensive development opportunities. This includes access to workshops, training programs, and the chance to attend relevant conferences, enabling you to stay at the forefront of industry trends and best practices.
- We offer various other employee benefits & schemes and competitive compensation for this type of role.

BPI is committed to providing equal opportunity within the hiring process and a respectful, safe, and welcoming environment for everyone who works with us, regardless of their gender identity and expression, sexual orientation, disability, physical appearance, race, age, or religion (or lack thereof).

To apply please send your CV to bpicareers@burda.com