

Head of Finance & Operations

Sunfish Partners is an early stage venture capital fund with offices in Warsaw and Berlin. We are a small German-Polish team that invests in deep tech startups, primarily in Poland. We are on a big mission to help build-up the Polish VC ecosystem. We are ambitious, professional, and love what we do. We are now looking for a professional to join our growing and successful fund as Head of Finance & Operations to work directly with the managing partners and external service providers.

Your Responsibilities

- Prepare financial statements and tax returns (with support from external service providers)
- Coordinate and prepare quarterly and annual reports of the fund
- Be in charge of accounting (GAAP / HGB) and tax (with support from external service providers)
- Improve internal financial processes, including increased automation/digitization
- Support financial and legal due diligence of new investments
- Close investments from the legal side once term sheets have been signed (with external legal support)
- Support portfolio companies with accounting and finance
- Conduct payments, liquidity management, capital calls

Your Profile - Must-Haves

- Relevant work experience from an audit firm or the finance team of a venture capital / private equity firm
- Strong analytical skills
- Strong written and oral communication skills
- High level of ownership
- High level of reliability and precision
- Excellent knowledge of Excel, Powerpoint, and the Google equivalents
- Fluent in English and Polish

Your Profile - Nice-to-Haves

- Experience at a law firm / legal background
- Experience with VC transactions

Our Offering

- At least 20 hours per week, full-time possible
- Flexible work schedule
- Modern office in the city center of Warsaw
- Regular employment or B2B contract (your choice)
- Attractive salary & bonus based on fund performance

How to Apply

Could this be your dream job? If so, please apply via: apply.sunfish.vc!

Your Sunfish Partners Team