

Bookkeeper & Compliance Officer (German-speaking)

About Us

Tarisio is the leading international venue for fine instruments and bows. Launched in 1999, Tarisio revolutionized the market by combining first-class expertise, the efficiency of online bidding, and a firm commitment to ethics and professionalism. Our goal is to make buying and selling instruments increasingly accessible for musicians, patrons, dealers and collectors. We have offices in New York, London and Berlin, and conduct seven auctions per year as well as year round private sales of high value items, selling more than 3,000 fine instruments and bows annually to a truly global market.

About the Role

Based in either our London or Berlin office, the **Bookkeeper & Compliance Officer** is a key member of our European finance function. The role combines classic bookkeeping with responsibility for VAT-relevant export documentation and financial compliance related to cross-border transactions. Working closely with the Finance Manager and Head of Global Operations, you will ensure that our financial records, auction-cycle invoicing and VAT/exemption documentation are accurate and compliant. You will play an essential role in safeguarding accuracy, supporting liquidity, and delivering a smooth financial experience for buyers and consignors. This is a detail-driven, client-facing finance role with an international scope.

Key responsibilities

- Maintain accurate daily financial records for the London and Berlin offices, in Xero/DATEV, including sales, purchases, receipts, credit notes and payments
- Prepare weekly payment batches for approval
- Upload, organise and archive all invoices and receipts, following up with staff and suppliers for missing documentation
- Support month-end close tasks, including reconciliations and journal entries
- Maintain an orderly digital filing system for all financial and compliance documents
- Respond professionally to finance-related client and vendor inquiries
- Generate and issue buyer invoices post-auction (approx. 80–100 per Berlin sale, 60-80 per London sale) and for Private Sales (ongoing)
- Track incoming payments, manage reminders, and process “Paid in Full” confirmations
- Prepare consignor settlement statements and referral-fee invoices
- Coordinate with the shipping/production team to ensure financial clearance aligns with release procedures

- Prepare financial export documentation required for VAT zero-rating or exemption
- Verify accuracy of values, client information and tax treatment on customs-related financial documents
- Review import/export paperwork received from the operations team to ensure financial correctness
- Maintain complete VAT-relevant audit trails for cross-border shipments
- Act as a finance-side contact for clients regarding VAT treatment, export proof requirements and related queries
- Conduct and document basic KYC/AML checks for buyers and consignors in line with internal policies
- Maintain secure, well-organised records for compliance audits

About The Candidate

You are analytical, methodical and detail-oriented, with a strong interest in financial accuracy and compliance. You enjoy structured workflows, clear documentation and international client interaction. You communicate clearly, handle sensitive information with discretion, and thrive in a collaborative, cross-functional environment.

Knowledge, Skills and Experience

- Bachelor's degree in Accounting, Finance, Business Administration or similar
- 2+ years of professional experience in bookkeeping or financial compliance
- Experience with DATEV, Xero or comparable accounting systems
- Strong Excel/Google Sheets skills
- Familiarity with German/EU VAT rules and basic customs-related documentation is a strong plus
- Intermediate to advanced German language skills are required to support business operations, with CEFR C1 proficiency preferred
- High ethical standards, accuracy, and attention to detail
- Ability to work independently while collaborating effectively across teams
- Positive, proactive and client-oriented mindset

Core Competencies

- **Financial Acumen** - Interpreting and applying understanding of key financial indicators to make better business decisions
- **Optimizes Work Processes** – Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement

- **Collaborates** – Building partnerships and working collaboratively with others to meet shared objectives
- **Communicates Effectively** – Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
- **Organizational Savvy** – Maneuvering comfortably through complex policy, process and people-related organizational dynamics