

## JOB OPPORTUNITY

### Administration Officer, Vicenza (Italy)

**Where and when: 1 year (renewable) potentially starting on March 22nd, 2021 or as soon as possible – ALDA office in Vicenza (Italy)**

ALDA – European Association for Local Democracy, is dedicated to the promotion of good governance and citizen participation at the local level. ALDA focuses on activities facilitating cooperation between local authorities and civil society.

ALDA was established in 1999 at the initiative of the Council of Europe and it is today a key stakeholder in the field of local democracy, active citizenship, and cooperation between local authorities and civil society. For more information, please see our website: [www.alda-europe.eu](http://www.alda-europe.eu)

#### **Main tasks and responsibilities:**

The Administration officer will directly report to the Head of the Financial Department. S/he will be in charge of:

#### **Payments:**

- Draft the list of payment and submit to SG for approval;
- Access to the bank account to execute payments;
- Archive the proof of payments and updating the date of payment.

#### **Cash flow of the organization :**

- *Supporting the Head of the Financial Office on cash flows planning and monitoring ;*

#### **General accounting and administration**

- Keeping the accountancy ledger book;
- Supporting the chartered account in Strasbourg and the internal auditor for the drafting of the annual final account;
- Recording the income from banks (related to projects and members);

- follow the administrative expenses: monitoring the costs of the organization and budget variance;
- Recording the incomes and outcome and their forecasting;
- Keeping the cash books, recording and monitoring;
- Providing the information required from the Project & Development Department about banks and accounts;
- following all issues regarding invoices;
- Supporting and supervising accounting of local offices.
- Any other matters related to the assistance to the administrative office of ALDA under the Head of Finances and Administration

#### **Skills needed:**

- Diploma of accounting or economic degree
- 3 years of work experience in a relevant position
- Highly motivated, result-driven person;
- Flexibility, eagerness to learn quickly;
- Positive and collaborative attitude;
- Ability to work under pressure respecting tight deadlines;
- Excellent knowledge of English and Italian (both written and spoken) is required; knowledge of French would be an asset;
- Interest in the activity of ALDA.

#### **Terms of contract**

The contract will be for a full time person based in Vicenza integrating our administration and finances office for 1 year (renewable) starting from the second half of march. He/she will work under the supervision of the head of Finances of ALDA. Remuneration will be based on the grid of salaries proposed by ALDA that could be adapted to the experience and competences.

**How to apply:**

Interested candidates in line with the profile described above should send their CV and cover letter in English (including 3 names and contacts of professional references) **by March 10th, 2021** (23.59 CET Time) to [job@aldaintranet.org](mailto:job@aldaintranet.org) with the following subject line: “Administration officer”.

*Please note that due to high number of applications, only shortlisted candidates will be contacted. Thank you for your understanding!*