

## **JOB OPPORTUNITY**

### **Experienced EU projects reporting officer, Vicenza (Italy)**

**Where and when: 1 year (potentially renewable) 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 Experienced EU projects reporting officer will work closely with the Head of the Financial Department. S/he will be in charge of:

#### **Reporting projects:**

- Reporting on ALDA projects, mainly European Union funding but also of a vast panoply of partners
- Drafting table of expenses and submit them to donors
- Drafting dossiers with justificatory documents, and data mining from Data Base.

#### **Relationship with partners:**

- Dealing with Projects partners
- Checking the financial reports of partners, responding to queries
- Support all the financial reporting process
- Drafting guidelines for the Project Management officers

#### **Reallocation of Projects:**

---

**Office in Strasbourg**  
Council of Europe 1, Avenue de l'Europe,  
F-67075 Strasbourg - France  
Phone: +33 3 90 21 45 93  
Fax: +33 3 90 21 55 17  
[aldastrasbourg@aldaintranet.org](mailto:aldastrasbourg@aldaintranet.org)

**Bureau de Bruxelles**  
Rue Belliard 20  
1040 Bruxelles  
Belgium  
Phone: +32 2 430 24 08  
[aldabrussels@aldaintranet.org](mailto:aldabrussels@aldaintranet.org)

**Office in Vicenza**  
Viale Milano 36  
36100 Vicenza - Italy  
Phone: +39 04 44 54 01 46  
Fax: +39 04 44 23 10 43  
[aldavicenza@aldaintranet.org](mailto:aldavicenza@aldaintranet.org)

**Office in Skopje**  
Bld. Partizanski Odredi  
43B/1 - 5  
1000 Skopje, North Macedonia  
Phone: +389 2 6091 060  
[aldaskopje@aldaintranet.org](mailto:aldaskopje@aldaintranet.org)

**Office in Chisinau**  
Str. M. Kogalniceanu 18  
MD-2001 Chisinau  
Moldova  
Phone: +37 368 280 068  
[aldamoldova@aldaintranet.org](mailto:aldamoldova@aldaintranet.org)

- Support Project Managers and the Head of the Financial Department about reallocation of projects

**Secretary activities:** supporting the Head of the Financial Office.

**Skills needed:**

- Diploma of accounting or economic degree;
- Knowledge of the different EU programmes;
- 3 years of experience in financial reporting of projects, in particular to the European Commission and international private and public stakeholders;
- legal knowledge of contracting is an asset;
- 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 **by March 10th, 2021** (23.59 CET Time) to [job@aldaintranet.org](mailto:job@aldaintranet.org) with the following subject line: **“Experienced EU projects reporting officer”**.

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

---

**Office in Strasbourg**  
Council of Europe 1, Avenue de l'Europe,  
F-67075 Strasbourg - France  
Phone: +33 3 90 21 45 93  
Fax: +33 3 90 21 55 17  
[aldastrasbourg@aldaintranet.org](mailto:aldastrasbourg@aldaintranet.org)

**Bureau de Bruxelles**  
Rue Belliard 20  
1040 Bruxelles  
Belgium  
Phone: +32 2 430 24 08  
[aldabrussels@aldaintranet.org](mailto:aldabrussels@aldaintranet.org)

**Office in Vicenza**  
Viale Milano 36  
36100 Vicenza - Italy  
Phone: +39 04 44 54 01 46  
Fax: +39 04 44 23 10 43  
[aldavicenza@aldaintranet.org](mailto:aldavicenza@aldaintranet.org)

**Office in Skopje**  
Bld. Partizanski Odredi  
43B/1 - 5  
1000 Skopje, North Macedonia  
Phone: +389 2 6091 060  
[aldaskopje@aldaintranet.org](mailto:aldaskopje@aldaintranet.org)

**Office in Chisinau**  
Str. M. Kogalniceanu 18  
MD-2001 Chisinau  
Moldova  
Phone: +37 368 280 068  
[aldamolodova@aldaintranet.org](mailto:aldamolodova@aldaintranet.org)