

## **JOB OPPORTUNITY**

### **Junior Finances Officer, Vicenza (Italy)**

**Where and when: 1 year (renewable) potential 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 Junior Finances Officer will directly report to the Head of the Financial Department. S/he will be in charge of:

- Financial reporting of projects working hand in hand with project manager and the senior staff of ALDA;
- Updating the ALDA financial instruments for analytic accountability and registration.
- Drafting dossiers with justificatory documents
- Support Project Managers and the Head of the Financial Department about reallocation of projects

#### **Skills needed:**

- Diploma of accounting or economic degree
- 1 year Experience in financial reporting of projects, in particular to the European Commission and international private and public stakeholders
- 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: “Junior Finances Officer”.

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