

JOB OPPORTUNITY

Junior Reporting Officer, Vicenza (Italy)

Where and when: 1 year (renewable) potential starting on February 2022 – ALDA office in Vicenza (Italy)

ALDA – The European Association for Local Democracy is dedicated to the promotion of good governance and citizen participation at the local level. ALDA in particular focuses on activities that facilitate cooperation between local authorities and civil society. It was established at the initiative of the Council of Europe’s Congress of Local and Regional Authorities to coordinate and support the network of Local Democracy Agencies. ALDA developed in one of the strongest stakeholder in the field of cooperation between local authorities and civil society engaged in promotion of local democracy and active citizenship. For more information, please see our website: www.alda-europe.eu

Main tasks and responsibilities:

The Junior Reporting 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 February 2022. 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 **January 25th, 2022** (23.59 CET Time) to job@aldaintranet.org with the following subject line: “**Junior Reporting Officer**”.

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