

Project Controlling and Finance Team Assistant

Start date: As soon as possible

Duration: Initial contract period 18 months

Deadline for application: 30 June 2019

ICLEI – Local Governments for Sustainability is an association of over 1,200 local governments in 68 countries that are dedicated to sustainable development. It has 15 offices servicing its members while developing innovative projects and events and is an international not-for-profit association and network perceived as the international representative of cities for sustainability. ICLEI's European Secretariat is based in Freiburg, Germany.

The European Secretariat seeks to fill a Project Monitoring and Reporting Officer position within its Finance team. The Finance team is responsible for the day to day accounting and financial operations of the ICLEI European Secretariat in line with the directives of the Managing Director. It is also responsible to oversee, manage and direct all financing issues for a large number of projects and to prepare financial reports and audits for these.

Main duties and responsibilities:

To support and carry out the financial management of projects in cooperation with the responsible project coordinators and under the supervision of the senior Project Controlling Officer of the ICLEI European Secretariat GmbH:

This includes:

- Preparing financial reports for project funders and auditors in cooperation with the Senior Project Officer;
- The development of financial controlling and reporting templates in line with the various requirements of different funders and projects;
- Regularly collecting and monitoring internal financial data for projects and keeping them up to date;
- Collecting and processing information from external project partners for financial reports when we coordinate a project;
- General support of the Finance Team, e.g. with the calculation of travel reimbursements for staff or bookkeeping tasks;
- Ad hoc administrative tasks such as storing files, scanning and photocopying.

Skills and qualifications:

- Degree or professional training in finance management, accounting or other relevant field;
- At least 1 year professional experience;
- Very good knowledge of Excel and other standard office software;
- A good grasp of figures and calculations;
- Experience in international project accounting work or non-profit environment is an asset;
- Strong organisational skills and the ability to work on a multitude of projects in parallel;
- Capacity to work both independently and within an international team;
- Precision and ability to set priorities and to be self-organised within a complex team;
- Good communication and interpersonal skills (orally and in writing);
- High Confidence in communication in English, German is an advantage;
- Creative, forward thinking and proactive attitude.

Conditions:

- Initial contract period 18 months, commencing as soon as possible;
- Part time position starting with 20 h/week (50%), increase to 60% – 70% possible in the future;
- Gross Salary: EUR 36.000,00 – 40.000,00 per annum based on a 100% employment;
- Place of work: ICLEI European Secretariat, Freiburg, Germany;
- Working hours: 40/week, six weeks of paid leave per annum, based on a 100% employment;
- Working language: English;
- Applicants must hold EU citizenship or valid EU residence permit and/or a valid German work permit;
- Applications not meeting these conditions can unfortunately not be considered.

Deadline for application: 30 June 2019

Please apply in writing, including a CV and letter of motivation to:

jobs.europe@iclei.org

Be aware that applications are reviewed continuously upon arrival; therefore application as soon as possible is advisable.

For more information about ICLEI visit:

www.iclei-europe.org

ICLEI Europe's Equal Opportunity and Employment Policy

ICLEI Europe's hiring policy is geared to ensure that the organisation hires employees without regard to their race, colour, religion, national origin, citizenship, age, sex, marital status, socio-economic background or sexual orientation. ICLEI's policy is that applicants for employment and career progression are considered solely on the basis of their qualifications and competencies.