



## Job title: Officer Financial Management and Controlling

**Start date: 1 February 2022**

**Duration: 24 months (extension intended)**

**Location: Freiburg, Germany**

**Deadline for application: 15 December 2021**

### ICLEI European Secretariat

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ICLEI – Local Governments for Sustainability is a global network working with more than 2500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development.

ICLEI's European Secretariat is based in Freiburg (Germany), with specialized offices in Brussels and Berlin, and a staff of more than 100 colleagues from all over Europe, covering a broad variety of professional disciplines.

Working with us, you will have an **opportunity** to:

- Be part of an internationally recognised organisation that inspires, supports and critically evaluates new trends in sustainable urban development;
- Enjoy flat hierarchies, space for personal development and fair, flexible working conditions.

We are looking for a person that meets the following **criteria**:

- Degree or professional training in finance management, accounting or other relevant field
- At least 1 year of professional experience;
- Good knowledge of Excel and other standard office software;
- A good grasp of figures and calculations;
- Experience in international project accounting work 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 working environment;
- Good communicator in person and in writing;
- High Confidence in communication in English, German is an advantage;
- Reliable, forward thinking and proactive attitude.

Your job description will include the following **main tasks**:

- Preparing financial reports for project funders and auditors in cooperation with the leading Project Coordinator;
- Regularly collecting and monitoring internal financial data for projects and keeping them up to date;
- Collecting, monitoring and processing information from external project partners for financial reports when we lead and/or coordinate a project;



- General support of the Finance Team:
  - e.g. calculation of travel reimbursements for staff;
  - bookkeeping tasks;
  - payroll and payroll accounting is an asset;
  - calculation of financial data;
  - ad hoc administrative tasks such as storing files, scanning and photocopying.

We offer a limited contract until the end of January 2024 with the potential for extension, with a gross salary according to Officer position in ICLEI's salary grid (indicative: EUR 40.000 – 44.800 per annum), 40h working week with flexible/hybrid work times and 6 weeks paid leave per annum. Working language is English.

Please note that applicants must – due to legal reasons – hold EU citizenship or valid EU residence permit and a valid German work permit. Applications not meeting these conditions can unfortunately not be considered.

**Deadline for application: 15 December 2021**

**Please apply in writing, including a CV and letter of motivation to:**  
[jobs.europe@iclei.org](mailto: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](http://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.

