



Job title: Finance Team Assistant, part time

Start date: July (or as soon as possible)

Duration: 12 months (with a view to extending)

Location: Freiburg, Germany

Deadline for application: 15 July 2022

ICLEI European Secretariat

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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 Team Assistant position within its Finance team. The Finance team is responsible for the day to day accounting and financial operations of the ICLEI European Secretariat. 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.

Tasks and responsibilities:

To calculate travel reimbursements for staff and sending requests for refunds and invoices to external parties.

This includes:

- Independent processing of travel reimbursement claims handed in by ICLEI staff;
- All relating external and internal communication;
- Claiming of refunds from third parties according to funders' regulations.

Skills and qualifications:

- Commercial education or professional training with an emphasis on finance, accounting or other relevant field;
- At least 2 years professional experience;
- Good knowledge of Excel;
- A good grasp of figures and calculations;
- Capacity to work both independently and within an international team;
- Precision and ability to set priorities and to be self-organised;
- Good communication and interpersonal skills (orally and in writing);
- High Confidence in communication in English and German;
- Proactive attitude.



Conditions:

- Initial contract period 12 months with the potential for extension, start foreseen as soon as possible;
- Part – time position 20 hours/week;
- Place of work: ICLEI European Secretariat, Freiburg, Germany;
- Working languages: English and German;
- Be part of an internationally recognised organisation that inspires, supports and critically evaluates new trends in sustainable urban development;
- Enjoy flat hierarchies and fair, flexible working conditions and times;
- 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.

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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.

