



Job title: Officer Project Controlling and Finance

Start date: August 2022

Duration: 18 months (with a view to extending)

Location: Freiburg, Germany

Deadline for application: 31 July 2022

ICLEI European Secretariat

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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. 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.

ICLEI is a global network of more than 2500 local and regional governments committed to sustainable urban development. Active in over 125 countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. At the European Secretariat, we have a team of over 100 people from over 20 countries representing different backgrounds, knowledge and experience. ICLEI's European Secretariat, is based in Freiburg, Germany with offices in Brussels and Berlin.

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 lead and/or coordinate a project;
- General support of the Finance Team, e.g. bookkeeping tasks or support with the preparation of project audits;
- 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
- High Confidence in communication in English, German is an advantage
- Creative, forward thinking and proactive attitude

Conditions:

- Initial contract period 18 months with the potential for extension, commencing as soon as possible
- Gross Salary: EUR 43.200,00 – 44.400,00 per annum based on a 100% employment
- Place of work: ICLEI European Secretariat, Freiburg, Germany
- Working hours: 70 – 90 % of a full time position (full time position: 40h/week, six weeks of paid leave per annum, based on a 100% employment)
- Working language: English
- 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.

