



Job title: Project Controlling and Finance Team Officer

Start date: As soon as possible

Duration: 24 months, with a view to extending

Deadline for application: 31 December 2022

Location: Freiburg, Germany

ICLEI European Secretariat

Leopoldring 3
D-79098 Freiburg
Germany

☎ +49-761-36892-0

📠 +49-761-36892-19

✉ iclei-europe@iclei.org

🌐 www.iclei-europe.org

🐦 twitter.com/ICLEI_Europe

The organisation

This is an opportunity to join ICLEI – Local Governments for Sustainability a leading global network of 2,500 cities, towns and regions committed to building a sustainable future. Through our collective efforts, we impact more than 25 percent of the global urban population. ICLEI Europe, based in Freiburg, Germany provides its members with a voice on the European and international stage, a platform to connect with peers, and tools to drive positive environmental, economic and social change. We are a growing organisation with over 130 staff that offers a friendly work environment, flexible working hours, international travel and training opportunities as well as a supportive approach to development. ICLEI is committed to providing an inclusive working environment and is a family friendly certified organisation with equal opportunities. We also strive to provide a good work-life balance.

The Position

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.

Tasks 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 Project Teams;
- 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;
- Preparation of project audits;
- Key contact partner for project audits.



Skills and qualifications:

- Degree or professional training in finance management, accounting or other relevant field;
- At least 2 years relevant 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;
- Experience in working with the European Commission (Horizon 2020 or Horizon Europe) 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;
- A very good command of English (reading, writing and speaking), additional European language(s) an asset;
- Creative, forward thinking and proactive attitude.

Conditions:

- Initial contract period 24 months with the potential for extension, commencing as soon as possible;
- Gross Salary: EUR 42.000,00 – 45.000,00 per annum according to Officer in ICLEI's salary grid based on a 100% employment;
- Place of work: ICLEI European Secretariat, Freiburg, Germany;
- Working hours: 60 – 100 % 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 – 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: 31 December 2022

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.

