Job title: Officer Financial Management and Controlling

Start date: 01 April 2022
Duration: 24 months (extension intended)
Location: Freiburg, Germany
Deadline for application: 28 Februar 2022

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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: **28 Februar 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.