



## **Job title: Project Controlling and Finance Team Senior Officer**

**Start date: As soon as possible**

**Duration: 24 months, with a view to extending**

**Deadline for application: 15 March 2023**

**Location: Freiburg, Germany**

### **ICLEI European Secretariat**

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🌐 [www.iclei-europe.org](http://www.iclei-europe.org)

🐦 [twitter.com/ICLEI\\_Europe](https://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 Senior 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:

- Advising and supporting Finance Team members and staff in general in financial matters pertaining to project work, project reporting and regulatory requirements;
- Preparing financial reports for project funders and auditors in cooperation with the Project Teams;
- 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 5 years relevant professional experience;
- Very good knowledge of Excel and other standard office software;
- A good grasp of figures and calculations;
- Experience in working with the European Commission (Horizon 2020 or Horizon Europe) and also other funders on financial matters and project reporting;
- Experience in international project accounting work or non-profit environment;
- 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;
- Excellent 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 52.800,00 – 56.400,00 per annum according to Senior 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: 15 March 2023**

**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.

