



Officer Project Monitoring and Reporting ICLEI Europe Finance Team

Start date: 01 July 2023 (or asap thereafter)

Duration: Initial contract period 24 months – intended to be extended

Deadline for application: 31 May 2023

ICLEI European Secretariat

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ICLEI – Local Governments for Sustainability is a global and European network working with more than 2500 local and regional governments committed to sustainable urban development. Active in 125+ countries, ICLEI influences sustainability policy and drives local action for low emission, nature-based, equitable, resilient and circular development. It has 25 offices and hubs 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), with specialized offices in Brussels and Berlin, and more than 100 staff from all over Europe and beyond, covering a broad variety of professional disciplines.

This post is for a position at the ICLEI Office in Freiburg, Germany.

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 43.200,00 – 46.800,00 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 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

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 based on their qualifications and competencies.

