



Job title: Officer Project Monitoring and Reporting

Start date: As soon as possible

Duration: 24 months (extension intended)

Deadline for application: 15 February 2024

Location: Freiburg, Germany

ICLEI European Secretariat

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Do you want to contribute to making our cities better places to live?

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 specialised offices in Brussels and Berlin. ICLEI Europe has more than 150 staff from all over Europe and beyond, covering a broad variety of professional disciplines and expertise.

Working with us, you will have **opportunities** to:

- Be part of a growing, internationally recognised organisation that inspires, supports and critically evaluates new trends in (co-)creating sustainable, climate neutral and resilient cities;
- Work with leading urban researchers, politicians and practitioners on European innovation projects, to provide help design and implement policies and solutions for climate-neutral cities;
- Contribute to European and international processes that influence urban policies and financing schemes, particularly the EU Mission '100 Climate Neutral and Smart Cities', and others such as the EU Green Deal, the UN SDGs, etc;
- Grow professionally in a flexible, family-friendly work environment with opportunities for personal development, European travel, and professional cultural exchange.

We are looking for a new colleague to join our Finance Team as Project Monitoring and Reporting Officer. The Finance team is responsible for the day-to-day accounting and financial operations of the ICLEI European Secretariat. It is also responsible for overseeing, managing and directing all financing issues for a large number of projects, and for preparing financial reports and audits for these.

We are looking for candidates with the following **experience and skills**:

- Degree or professional training in finance management, controlling, accounting or other relevant field;
- At least 2 years of relevant professional experience;
- Good knowledge of MS-Excel and other standard office software;
- A good grasp of figures and calculations;
- Precision, ability to set priorities and to be self-organised within a complex setting;
- Strong organisational skills and the ability to work on a multitude of projects in parallel;
- Good communication and interpersonal skills;
- Creative, forward thinking and proactive attitude;



- Ability to work both independently and within an international team;
- A very good command of English (reading, writing and speaking) - additional European language(s) are an asset;
- Experience in international financial project work or non-profit environment is an asset;
- Experience in working with the European Commission programmes (Horizon 2020 or Horizon Europe funding programmes) is an asset.

Your position will include the following **main tasks**:

- To support and carry out the financial management of projects in cooperation with the responsible project coordinators and under the supervision of the Head of Team;
- Preparing financial reports for project funders and auditors in cooperation with the Project Teams;
- Developing controlling and reporting templates in line with the various financial requirements of different funders and projects;
- Regularly collecting, processing and monitoring internal financial data for projects and keeping them up to date;
- Collecting and processing information from external project partners for financial reporting;
- Preparing and being key contact partner for project audits.

We offer you the following conditions:

- Initial 24 months contract with intention for extension
- Gross salary according to the Officer position in ICLEI's salary grid (indicative: EUR 50.600 – 53.000 per annum);
- Place of work: Freiburg/Germany;
- Working time 60-100% of a full time position (full time position: 40h working week with flexible working time);
- 6 weeks of paid leave per annum;
- Working language is English;
- Occasional travel within Europe according to prior mutual agreement is foreseen;
- 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.

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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 based on their qualifications and competencies.

