JOB OPPORTUNITY

Experienced EU projects reporting officer, Vicenza (Italy)

Where and when: 1 year (potentially renewable) starting on March 22nd, 2021 or as soon as possible– ALDA office in Vicenza (Italy)

ALDA – European Association for Local Democracy, is dedicated to the promotion of good governance and citizen participation at the local level. ALDA focuses on activities facilitating cooperation between local authorities and civil society.

ALDA was established in 1999 at the initiative of the Council of Europe and it is today a key stakeholder in the field of local democracy, active citizenship, and cooperation between local authorities and civil society. For more information, please see our website: www.alda-europe.eu

Main tasks and responsibilities:

The Experienced EU projects reporting officer will work closely with the Head of the Financial Department. S/he will be in charge of:

Reporting projects:

- Reporting on ALDA projects, mainly European Union funding but also of a vast panoply of partners
- Drafting table of expenses and submit them to donors
- Drafting dossiers with justificatory documents, and data mining from Data Base.

Relationship with partners:

- Dealing with Projects partners
- Checking the financial reports of partners, responding to queries
- Support all the financial reporting process
- Drafting guidelines for the Project Management officers

Reallocation of Projects:

- Support Project Managers and the Head of the Financial Department about reallocation of projects

Secretary activities: supporting the Head of the Financial Office.

Skills needed:

- Diploma of accounting or economic degree;
- Knowledge of the different EU programmes;
- 3 years of experience in financial reporting of projects, in particular to the European Commission and international private and public stakeholders;
- legal knowledge of contracting is an asset;
- Highly motivated, result-driven person;
- Flexibility, eagerness to learn quickly;
- Positive and collaborative attitude;
- Ability to work under pressure respecting tight deadlines;
- <u>Excellent knowledge of English and Italian</u> (both written and spoken) is required; knowledge of French would be an asset;
- Interest in the activity of ALDA.

Terms of contract

The contract will be for a **full time** person based in Vicenza integrating our administration and finances office for **1 year** (renewable) starting from the second half of march. He/she will work under the supervision of the head of Finances of ALDA. Remuneration will be based on the grid of salaries proposed by ALDA that could be adapted to the experience and competences.

How to apply:

Interested candidates in line with the profile described above should send their CV and cover letter in English **by March 10th, 2021** (23.59 CET Time) to job@aldaintranet.org with the following subject line: "**Experienced EU projects reporting officer**".

Please note that due to high number of applications, only shortlisted candidates will be contacted. Thank you for your understanding!

Office in Strasbourg
Council of Europe 1, Avenue de l'Europe,
F-67075 Strasbourg - France
Phone: +33 3 90 21 45 93
Fax: +33 3 90 21 55 17
aldastrasbourg@aldaintranet.org

Bureau de Bruxelles
Rue Belliard 20
1040 Bruxelles
Belgium
Phone: +32 2 430 24 08
aldabrussels@aldaintranet.org

Office in Vicenza
Viale Milano 36
36100 Vicenza - Italy
Phone: +39 04 44 54 01 46
Fax: +39 04 44 23 10 43
aldavicenza@aldaintranet.org

Office in Skopje
Bld. Partizanski Odredi
43B/1 - 5
1000 Skopje, North Macedonia
Phone: +389 2 6091 060
aldaskopje@aldaintranet.org

Office in Chisinau
Str. M. Kogalniceanu 18
MD-2001 Chisinau
Moldova
Phone: +37 368 280 068
aldamoldova@aldaintranet.org

www.alda-europe.eu | alda@aldaintranet.org | Facebook ALDA.Europe | Twitter ALDAeurope | Instagram aldaeurope | YouTube AldaEu