

Posted on

24.03.2016

Share on

- [Facebook](#)
- [Twitter](#)
- [LinkedIn](#)
- [Email](#)

Vacancy Announcement: Maternity leave replacement for the position of Accountant

The European Inter-University Centre for Human Rights and Democratisation (EIUC) is seeking a maternity leave replacement for the position of **Accountant**. Working under the supervision of the Financial Manager, the selected candidate will be part of a team based in Venice Lido. He or she will be in charge of the general book-keeping and administrative tasks of the institution.

Functions and tasks

General book-keeping/administrative tasks:

- Italian and foreign customer and supplier invoice recording
- Entry of salaries and lists of expenses
- Payment preparation
- Bank statement reconciliation
- Audit preparation
- Financial report preparation

Essential requirements:

- Diploma in accountancy and/or Degree in Business Administration and/or relevant experience;
- Knowledge of Italian accounting and fiscal rules;
- Excellent Knowledge of English and Italian;
- Accuracy, problem-solving skills and ability to work independently;

- Excellent knowledge of Microsoft Office (Excel, Word)

Desirable requirements:

- Previous experience in the administrative office of a not for profit organization
- Previous experience in the administration of EU-funded projects
- Previous experience in audit preparation
- Knowledge of Zucchetti accounting software

Deadline for applications: April 15, 2016

Starting date: Mid May

Contract: Full-time maternity leave replacement

Salary: IV or III level according to experience (CCNL Commercio)

Please send a cover letter and cv to info@eiuc.org