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VACANCY ANNOUNCEMENT: EIUC Financial Manager

The European Inter-University Centre for Human Rights and Democratisation (EIUC) is an inter-disciplinary centre of excellence supported by the EU, aiming at pursuing the continued promotion of human rights and democratisation through education, specialised training, and research cooperation. The EIUC is located in Venice, Italy. The EIUC is looking to appoint a qualified Financial Manager.

PURPOSE

The Financial Manager will be responsible for all issues relating to the financial reporting, including developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements, according to EU regulations and funding procedures for the Europe Aid programme. The Financial Manager will supervise three staff accountants and be responsible for managing the team to ensure that work is properly implemented and finalised in an accurate manner. This position addresses tight deadlines and a multitude of accounting activities including general ledger constant monitoring, financial reporting, yearly audit preparation while supporting budget and forecast activities, supervising of payrolls and payslips. The Financial Manager will keep relations with senior-level managers and both with EIUC Secretary General and President. In this respect, it will be required strong interpersonal communication skills both written and verbal.

RESPONSIBILITIES & DUTIES

- Obtaining and maintaining a thoroughgoing understanding of the financial reporting and general ledger structure.
- Ensuring an accurate a monthly, quarterly and yearly financial close.

- Ensuring the timely reporting of all monthly financial information.
- Supervising the daily banking requirements.
- Ensuring the accurate and timely processing of positive pay transactions.
- Ensuring the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
- Supporting budget and forecasting activities.
- Collaborating with other EIUC departments to support overall department goals and objectives in terms of financial requirements.
- Monitoring and analysing each department work to improve procedures and the use of available resources while maintaining a high level of accuracy.
- Advising staff regarding the handling of non-routine reporting transactions.
- Responding to inquiries from the EIUC Secretary General and the Board regarding financial results, special reporting requests and so forth.
- Working to ensure a clear and timely-handled expenditure verification.
- Developing and implementing new procedures and features to enhance the workflow of the Financial department.
- Providing training to new and existing staff as needed.
- Handling personnel issues relating to staff, performance issues, etc.
- Working with each department to establish goals and objectives for each year while monitoring the progressive professional improvement of staff.
- Supporting the General Secretary and the Board on special projects and workflow process improvements.

MINIMUM REQUIREMENTS

Education

- BA/BS in Business with an emphasis in Accounting or similar experience.
- Technical Skills and Prior Experience
- Prior supervisory experience in the financial reporting, EU funding field. Work experience on legally based professional consultancies is appreciated (in particular audit of European projects)
- Must be PC skilful. Experience with accounting systems is required. Must have strong experience with Microsoft Excel, Access and Word.
- Proficient English and Italian both written and spoken.
- High knowledge of Italian no-profit legal and Labour regulation.
- Interpersonal, supervisory and customer service skills required.
- Multi-task ability to work under pressure and meet deadlines is required.
- The marginal functions of this position have not been included. This job description in no way implies that these are the only duties to be performed.

The Financial Manager will be required to take up full service as soon as possible .The gross salary is depending on qualifications and seniority.

The closing date for receipt of applications is 15 of May 2015.

Please send a cover letter and a detailed curriculum vitae to EIUC Secretary-General, prof. Benoit-Rohmer (florence.benoit-rohmer@eiuc.org) and to Ms Claudia Zanchi (claudia.zanchi@eiuc.org)

