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## **VACANCY ANNOUNCEMENT: Finance Manager (Responsabile amministrazione contabile e finanziaria)**



The **Global Campus of Human Rights** (hereafter GC) is an inter-disciplinary centre of excellence supported by the EU, by the Right Livelihood (hereafter RL), and other partner institutions, aiming at

pursuing the continued promotion of human rights and democratisation through education, specialised training, and research cooperation worldwide through a network of regional academic partners. Its main headquarters are based in Venice-Lido, Italy (at the Monastery of San Nicolò) and the regional partner's headquarters are based in Argentina, Armenia, Bosnia-Herzegovina, Lebanon, South Africa, and Thailand.

For more information visit [www.gchumanrights.org](http://www.gchumanrights.org)

The Global Campus is looking for a qualified individual for the position of **Finance Manager** to be based at its main headquarters in Venice-Lido, Italy - with experience in **management of finances and reporting related to EU-funded projects**, as well as knowledge of the **Italian accountancy and legislation relevant to the third sector** (no-profit).

## **KEY RESPONSIBILITIES AND DUTIES**

The Finance Manager is responsible for the overall financial management of the institution. The main responsibilities include budgeting, forecasting, reporting, bookkeeping and audit preparation. The Finance Manager will report to the Administrative Director and will supervise a team of three accountants, while liaising primarily with the Secretary-General and the President of the Global Campus. He/she shall also be in regular contact with the regional partners' financial officers and programme managers, and in the headquarters, with senior-level managers (Heads of Department).

Key responsibilities include:

- To coordinate annual budgeting and regular forecasting for the headquarters in Venice and the regional programmes
- To coordinate the financial reporting for institutional grants according to each donor's financial regulations (INTPA, RL)
- To monitor the day-to-day operations within the organisation such as payrolls, invoicing, bank reconciliation and transactions, account receivables and payables, etc.
- To prepare yearly financial statements (balance sheet, income statement and explanatory note)
- To monitor the cash flow and provide relevant cash flow projections
- To coordinate both statutory and contractual audits
- To ensure the institution is compliant and up-to-date with relevant financial and legal requirements
- To improve internal policies and procedures
- To oversee and manage the finance team
- To liaise with external consultants (labour and tax consultants)
- To liaise with finance officers from the regional programmes
- To provide regular and accurate forecasts and reports to the Global Campus Council (board of directors)
- To seek out methods for minimizing financial risks and maximizing efficient resource allocation within the network
- To provide inputs relevant to fundraising efforts.

## **ESSENTIAL REQUIREMENTS**

The Finance Manager should possess and demonstrate the following:

- BA/BS in Management, Business Administration or related field with an emphasis on financial management or similar experience.
- Prior experience in similar roles, preferably in the educational or not for profit sector
- Familiarity with EU-funded grants
- Demonstrated ability to manage contractual and statutory audits in accordance with Italian and EU

requirements

- Proficiency in Microsoft Excel and Word
- Experience using ERP software and accounting tools. Use of SAP Business 1 is a plus
- Proficiency in both English and Italian
- Extensive knowledge of the Italian third sector's legal and labour regulation.
- Ability to work under pressure and meet deadlines
- Strong interpersonal communication skills suited to a multinational and multicultural professional environment

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties.

## **APPLICATION AND SELECTION PROCEDURE**

The closing date for receipt of applications is **18 November 2021 (12.00 CET)**.

Please send a cover letter and detailed curriculum vitae to the GC Secretary General, **Manfred Nowak** ([manfred.nowak@gchumanrights.org](mailto:manfred.nowak@gchumanrights.org)), and the GC Administrative Director, **Elisabetta Noli** ([elisabetta.noli@gchumanrights.org](mailto:elisabetta.noli@gchumanrights.org))

Applications will be reviewed on a rolling basis and followed by in presence (preferably) or on-line interviews for the short-listed candidates.

The Finance Manager will be required to take up full service starting (the latest) from **January 2022**. GC applies the National Labour Collective Contract for the Commercial and Services sector (**CCNL Commercio e Servizi**) and the position offered is for a **subordinate contract (dipendente) - “Quadro” level**.

The **gross salary** depending on qualifications and seniority.

The position requires **work to be performed mostly from the premises** (even if some flexibility to consider remote work is applied), and the person is thus asked to be based in Venice, or in close locations to Venice, from which commuting to Venice-Lido is reasonable.

Travel to the regional partners' headquarters or other relevant locations might be required occasionally.

*Please note: filling the above position is contingent upon approval of funding by the European Commission.*

- [Local](#)

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