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VACANCY ANNOUNCEMENT: Finance Officer/Accountant



The **Global Campus of Human Rights** is an inter-disciplinary centre of excellence supported by the EU, by the foundation Right Livelihood, 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

The Global Campus of Human Rights is seeking a qualified individual for the **position of Finance Officer/Accountant**; she/he will work as member of the staff of the Global Campus of Human Rights based in **Venice – Lido**, in **the Finance Department**, mainly assisting in **registration of invoices and other accounting procedures** related to Global Campus activities and events.

Functions and Tasks

General book-keeping/administrative tasks:

- Italian and foreign customer and supplier invoice recording
- Entry of expenses
- Payment preparation
- Bank statement reconciliation
- Other relevant duties

Skills and Requirements

Essential requirements:

- Diploma in accountancy and/or relevant experience
- Basic bookkeeping experience, especially in accounts payable/receivable
- Good Knowledge of English and Italian
- Good knowledge of Microsoft Office (Excel, Word)
- Precision, accuracy
- Problem-solving aptitude and ability to work independently
- Team working ability in view of regularly liaising with other departments / staff members
- Sense of responsibility
- Ability to work under stress
- motivation to work in an international environment

Desirable requirements:

- Previous experience in the administrative office of a not for profit organisation
- Previous experience in the accounting related to EU-funded projects
- Previous experience in audit preparation
- Knowledge of SAP Business One accounting software

APPLICATION AND SELECTION PROCEDURE

Deadline for applications: Monday, 16 January 2023 - 17.00 CET

Starting date: as soon as possible thereafter

Contract: full time fixed term “subordinate contract” (“contratto di lavoro dipendente a tempo determinato”) for 1 year– in the framework of the National Collective Labour Agreement for Commerce and Services (Contratto Collettivo Nazionale di Lavoro – CCNL – per il Commercio e i Servizi).

Salary: Annual gross salary will be based on qualifications.

The position requires work to be performed from the premises of the Global Campus of Human Rights in Venice-Lido (even if some flexibility to consider remote work/hybrid is applied).

Please send a **motivation letter** and detailed **curriculum vitae** in English to the Global Campus Finance Manager, **Paolo Rech** paolo.rech@gchumanrights.org; Administrative Director, **Elisabetta Noli**, elisabetta.noli@gchumanrights.org.