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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

Finance 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 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 double-entry accounting system;
- Good 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 SAP Business One accounting software

Deadline for applications: 7 May 2018

Starting date: Mid June 2018

Contract: Part-time maternity leave replacement (75%)

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

Only short-listed candidates will be contacted. Candidates may be interviewed on a rolling basis and may be asked to take a test to verify their competencies.

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

- [Local](#)

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