

Finance & Accounting Junior Assistant

Vacancy - Terms of Reference

A. Job description

JOB TITLE: Finance and Accounting Junior Assistant

PURPOSE: Support LifeWatch ERIC Service Centre financial management and accounting procedures

LOCATION: Service Centre premises in Lecce, Italy

POSITION: Full-time, 12 months with possibility of renewal

FUNDING RESOURCES: LifeWatch ERIC Strategic Working Plan

B. Main responsibilities

Working under the supervision of the Service Centre Administrative Officer and the Statutory Seat Office Finance Officer (headquarters in Spain), the Finance & Accounting Junior Assistant will support the daily operations of the administrative department of the Service Centre.

S/he will support:

1. management of financial records and receipts of the Service Centre Office;
2. performance and submission of periodic reconciliations of Service Centre accounting records;
3. with the consolidation of the financial records of the Service Centre Office;
4. with the completion of the annual financial audits;
5. with the periodic accounting reports to be submitted to the Statutory Seat Office (headquarters);
6. with the preparation and monitoring of Service Centre budgets;

7. internal financial and accounting controls in the Service Centre;
8. the Chief Financial Officer, the Director of the Service Centre, the Administrative Officer and the Finance & Accounting Officer on specific projects and additional tasks.

C. The ideal candidate should meet the following requirements

Technical skills

- BSc degree from a European University in accounting and/or finance;
- 3 years of accredited professional experience in a similar position;
- Proven knowledge of bookkeeping and accounting principles and regulations under Italian laws;
- Proven practice of public and private sector accounting systems and related financial regulations;
- Experience in financial reporting and budgeting;
- Experience in financial and accounting consolidation and related reporting documentation;
- Experience completing annual audits;
- IT skills: Command of MS Office package (with strong emphasis on MS Excel);
- Familiar working on web platforms dedicated to financial and administrative purposes;
- Knowledge of EU project financial management and reporting requirements;
- Fluency in written and spoken English (Spanish would also be an advantage).

Personal skills:

- Dependability with strong work ethic;
- High attention to details and ability to produce clear and accurate output also under time constraints;
- Problem-solving attitude;
- Ability to work under pressure;
- Excellent organisational skills;
- Ability and experience working with a distributed team.

- Ability and willingness to occasionally deal with general administrative tasks;
- Excellent communication skills with a positive energy and ability to function in an international environment.

D. The vacancy is subject to the following procedure

- A short covering letter and Curriculum Vitae¹ (EUROPASS format and annexes, 4 pages at the most) shall be written in English and addressed to the Director of the LifeWatch ERIC Service Centre by 28 February 2023. Please use the form available at this link: <https://zfrmz.eu/00Tg7m9cfVR050h9fXlp>
- The selection process will follow the Employment Policy of LifeWatch ERIC;
- Only shortlisted candidates will be re-contacted. Selected candidates may be called for an interview with the Director of LifeWatch ERIC Service Centre. Interviews are provisionally scheduled to take place in March 2023;
- S/he will be appointed for a 12-month period, with possibility of extension. A competitive salary, 30.000 € - 35.000 €, based on the qualifications and experience of the candidate, will be offered;
- Employment will be in Italy and follow Italian employment law;
- This position is full-time. Her/his main office will be located at the Service Centre premises in Lecce, Italy, without prejudice of the establishment of others in the future;
- The successful candidate is expected to start work as soon as possible.

LifeWatch ERIC is an equal opportunity employer, and encourages all qualified candidates to apply, regardless of race, gender, age, national origin, or sexual orientation.

¹ Special note for Italian market: According to Italian Privacy Protection Law n. 196/03 any resume not mentioning explicitly the following wording: 'I authorise the use of my personal data in accordance with Italian Privacy Protection Law (30/06/2003, n. 196/03)' will be automatically deleted from our database and consequently not taken into consideration.