



**Financial and Accounting Officer (0,65 fte), based in the Central Apennines (Italy)**  
Rewilding Apennines (RA) aims to make the Central Apennines in Italy a wilder place, for the benefit of nature and people. Rewilding Apennines is currently looking for a Financial and Accounting Officer based at its home office located in the Central Apennines, Italy.

As per the 1<sup>st</sup> of January 2022, Rewilding Apennines (RA) will run the project LIFE Bear-Smart corridors (LIFE20 NAT/NL/001107) - Enhancing the viability of Brown Bears in Central Italy and Greece through the development of coexistence corridors.

The Financial and Accounting Officer is primarily responsible for managing the financial administration and preparing the necessary reporting for this project. S/he ensures that the project administration is effective and efficient and accurate at all times. S/he supports all strategic planning, under the guidance of the RA Team Leader, that relate to finance, budgeting, organizing, operation and staffing. This includes budget management, cost benefit analysis and forecasting needs towards donors and financial partners.

Furthermore, s/he ensures that RA can at all times meet its financial and contractual obligations, and that the project is run in line with internal RA organisational policies and practices.

## **Responsibilities**

### ***Projects Administration and Reporting***

- Assures that from an administrative and financial perspective, the Projects are carried out respecting fully the “General Conditions” set out by the European Commission for LIFE projects.
- Assists the RA Team Leader to establish, and then lead the operation of the management and administration systems necessary for successfully running the Project, with particular emphasis on the accounting and reporting systems, and the preparation and monitoring of budget expenditures.
- Prepares annual operational budgets in line with the agreed project budgets and work plans and reports accurately on progress made and challenges encountered.
- Makes sure that potential changes in the expenses in the projects do never exceed the limits set in the General Conditions and any other document and guidelines of the EC.
- Manages contracts with EU LIFE and the associated beneficiaries (in Italy and Greece), suppliers and partners.
- Provides training and permanent guidance to the project partners throughout the project about financial procedures and regulations.

- Daily management of the project's finance and accounting, including periodic reporting, consolidation of accounts (where applicable) and support the preparation of the annual financial statements, and management of auditors.
- Helps to prepare proper and timely reporting to financial partners and supports preparation of donor reports. Prepare the financial and administrative aspects of reports for the project's overall management and partners.
- Be the central point of contact for the projects for all administrative and financial issues and enquiries.
- Ensure effective communication between the staff leading on project administration within each partner organisation.
- Helps to ensure that project cash flows are properly created and maintained.

### ***Coordination***

- Deliver the Project according to contractual terms (or their agreed amendment) by assisting the RA Team Leader in the planning and progressing the Project Tasks using suitable project management and monitoring techniques as necessary and appropriate.
- Keep the Team Leader fully informed of progress on all financial deliverables and milestones and resource requirements to help ensure that they are completed or that a formal agreement is made for a contractual change.
- Support the establishment of suitable resource planning, procurement, budgeting, and reporting systems/procedures within each and all Partner organisations for the duration of the Project.
- Support the file archive management for the projects, in cooperation with the Project Team and partners' lead administrative staff, to ensure that these processes are compatible with the LIFE regulation.
- Co-ordinate the work of the partners' administration staff to ensure that the Project Teams are able to carry out Project tasks as required
- Produce a 'Project Guidance Handbook' for Project Team members to ensure consistent quality standards in all aspect of project delivery.
- Coordinate the production of a full financial statement for the Mid Term and Final Report, and statements of income and expenditures for the progress reports, as request-ed in the reporting templates.  
Assist the project team in the fulfilment of any request of information, integration, or action by the European Commission.

### ***Qualifications, Competence and Skills***

- At least 3 years of professional experience in project/financial administration, preferably in a similar environment.
- Track record of knowledge of processes related to project administration, financial administration and financial reporting and setting up and maintaining supporting processes and procedures.
- Experience with public (EU-LIFE) funding is preferred.
- Ability to write status reports and routine business correspondence, in English.
- Proven administrative, organizational and problem-solving abilities.
- Demonstrates integrity, strives for excellence in her/his work, and has experience of leading others to new levels of effectiveness and impact.
- An understanding of conservation issues and contexts is recommendable.
- Passionate about Rewilding Europe's mission and able to promote and communicate the philosophy, mission and values of the initiative to external and internal stakeholders.
- Ability to work with Microsoft Office software (particularly excellent domain of Excel) and accounting systems.
- Full proficiency in English (read, written and spoken) is required.
- Abilities to work in Greek would be a plus.
- Able to work pro-actively and independently. Has a high standard of work, especially in accuracy and self-organisation. Is proactive in signalling problems and improvements and timely addresses these. Team player; able to work in an international and cross-cultural setting.

***Salary indication***

The maximum gross salary on a part time (3 days per week) basis is 1,940 EUR per month.

Applications, including motivation letter and CV, should be sent to ([info@rewilding-apennines.com](mailto:info@rewilding-apennines.com)) before 15 January 2022.

For more information, please contact RA by e-mail at [info@rewilding-apennines.com](mailto:info@rewilding-apennines.com).