



Join ICLEI – Local Governments for Sustainability!

ICLEI – Local Governments for Sustainability is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient, and circular development. Our Members and team of experts work together through peer exchange, partnerships, and capacity building to create systemic change for urban sustainability. **The ICLEI World Secretariat is based in Bonn, Germany.**

The ICLEI Global Events serves key organizational functions for the World Secretariat and the entire global organization, including the organization of key global events. We work in a multicultural, international environment with colleagues and partners around the globe. We seek highly motivated, pro active and experienced candidates for an:

Officer Accounting and Project-Controlling

The successful candidate will be part of the international ICLEI World Secretariat team based in Bonn, Germany and will be placed within the Finance & Controlling team.

Main Tasks:

- Managing and controlling ongoing project accounting worldwide
- Regularly auditing and recording personnel and material costs
- Resolving discrepancies and aligning differences
- Monitoring deadlines according to contractual agreements
- Supporting project managers in project execution
- Providing general support for project processes
- Assisting the Finance & Controlling team

Main Requirements

- Successfully completed commercial training or equivalent qualifications
- Several years of practical experience in project accounting or financial accounting preferred, including career re-entry candidates
- Reliability, teamwork, commitment, and flexibility
- Proficiency in MS Office; knowledge of Datev software desirable
- Good German & English language skills and/or proficiency in other languages
- Excellent communication skills and enjoyment of teamwork
- Meticulous and reliable work ethic





Terms and conditions:

- The position is available **to start as soon as possible** at the ICLEI World Secretariat in Bonn, Germany
- Working from home practice available, number of days to be determined by the team lead
- The officer will be supervised by and report to the Head of Finance & Controlling
- Remuneration according to in-house tariff based on relevant professional experience
- Dynamic work environment in the central office of an internationally active association
- Exciting tasks with high levels of responsibility in a young and international team
- Flexible work models based on a 40-hour week
- Working language: English
- The contract will be based on German laws

Application:

- Please submit your meaningful application documents as a PDF file, up to 5 MB in size, by email to [careers \(dot\) bonn \(at\) iclei \(dot\) org](mailto:careers(dot)bonn(at)iclei(dot)org). Please write "Officer Accounting & Project-Controlling" in the subject line
- Indication of the possible start date

For data protection information, please read our [disclaimer and privacy policy](#) on our website.

Kindly note, that applications are reviewed continuously upon arrival, therefore submitting your application as soon as possible is advisable. The ICLEI World Secretariat shall only contact those applicants shortlisted for this position.

Equal Opportunity and Employment Policy

ICLEI World Secretariat's hiring policy is geared to ensure that the organization hires employees without regard to their race, color, religion, national origin, citizenship, age, gender, marital status, socio-economic background, or sexual orientation. ICLEI's policy is that applicants for employment and career progression are considered solely based on their relevant qualifications and competencies.

Application Deadline: 12. April 2024

ICLEI – Local Governments for Sustainability e.V. (World Secretariat)
Careers
Kaiser-Friedrich-Strasse 7
53113 Bonn Germany
<https://iclei.org/jobs/>