


AMNESTY INTERNATIONAL ITALY – JOB DESCRIPTION

<p>Job title: HRE Financial Assistant Project Officer</p> <p>Purpose of the role: supports the HRE Unit in the administrative and financial management of projects co-funded by the European Commission and other potential institutional donors.</p>
<p>Department description: we empower others to develop the skills and attitudes that promote equality, dignity and respect in their community, society and worldwide.</p>
<p>Main goals The role involves, but is not limited to, the following objectives:</p> <ol style="list-style-type: none"> 1. Managing preliminary activities for the periodic and final financial reporting of ongoing projects, liaising with the administrative offices to ensure project sustainability; 2. Supporting the partners in the preparation of financial reporting to ensure project compliance with standards and procedures; 3. Managing the activities related to the preparation of financial reporting to ensure compliance with the donor guidelines; 4. Providing support in aligning the accounting related to EU projects with the central analytical accounting system to ensure the effectiveness of the Organisation's action.
<p>Main responsibilities In collaboration with other workers the holder of this position will have these responsibilities:</p> <ol style="list-style-type: none"> 1. Supporting and encouraging any possible project partner in the preparation of reports, providing instructions and clarifications. 2. Managing the accounting related to European projects, monitoring expenditure and considering possible budget revisions with the Grant Manager 3. Supporting the process of reporting to the Senior Head of the HRE Unit on matters related to project financial implementation and overall use of resources
<p>Budget responsibility: no</p>
<p>Main relationships Coordinate by: Senior Head of Human Rights Education Unit. Supervise roles: intern and volunteers.</p> <p>Other relevant relationships: Collaborate with internal staff members, volunteers, suppliers, national and international partners.</p>
<p>Organizational competencies The Competency Dictionary of Amnesty International Italy focusses on “how” we work rather than on “what” we do, by defining behaviours expected of a group of workers cooperating to achieve a common objective.</p> <ol style="list-style-type: none"> 1. Organization: ability to prioritize tasks, maximize efficiency, and maintain structure throughout a workday. 2. Analytical thinking: ability to collect and analyze information, problem-solve, and make decisions. 3. Communication: ability to interact with others effectively being customer-oriented.

**Technical knowledge**

1. Excellent knowledge of financial management and accounting techniques for EU funding directly managed by European Commission (e.g. CERV, Erasmus+, DEAR)
2. Excellent knowledge of European funding opportunities
3. Fluency in oral and written English.

Equality statement

Equality and diversity are core values and staff are expected to work to promote a constructive and thoughtful approach so as to shape an organization where the work of others is enhanced and respected.

Conflict of interest

Any public or other activity, affiliation or support to groups, organizations, personal associations or any other factors which may generate a real or perceived conflict of interest with the principles of Amnesty International (specifically independence and impartiality), raise a security problem, or otherwise prevent the achievement of the set goals or the carrying out of assigned functions, must be indicated immediately.

Date: 16/02/2022

Emanuele Russo
Chair

Signed and agree

Any change, addition, omission or other alteration of the present Job Description will be made after contacting the worker and will be communicated by written notification.