



Tax Code. Part. Vat 12020391004

## **JOB ANNOUNCEMENT ACCOUNTANT POSITION**

(FOR INDONESIAN CITIZENS or FOREIGNERS WITH A VALID WORKING PERMIT)  
ANNUAL SALARY (payed in IDR): equivalent to Euro 13.000  
Working Time: 9:00am/6:00pm

### **The Employer: The Italian Trade Agency in Jakarta, Indonesia**

The Italian Trade Agency (ITA) is a governmental entity with diplomatic status which promotes the internationalization of Italian companies, in line with the strategies of the Ministry of Economic Development and the Ministry of Foreign Affairs. ICE-ITA provides information, support and advice to Italian and foreign companies.

Additional information about the Italian Trade Agency are available at:

<https://www.ice.it/en/markets/indonesia/jakarta>

---

### **VACANCY FOR ONE (1) POSITION OF AN ACCOUNTANT**

The Italian Trade Agency – Jakarta Office (ITA) is currently seeking for the hiring of an Accountant. The employment agreement could be permanent, only after a positive probation period of three months from the time of signing the contract.

Scope of work and job description:

- general services (property management and maintenance and safety)
- economic and legal management of personnel (contracts, salaries, contributions, disputes, preparation of tax and social security obligations)
- archive and protocol
- administrative activity for the preparation of contracts, market researchs, comparison of offers, drafting of administrative decisions and contracts, management of contracts archive)
- management of income and payments (preparation of accounting records, operating and promotional budgets, relations with the bank)
- monitoring of payments and revenues, financial planning, treasury and reports for management )

**The candidate should meet the following requirements:**

- Indonesian permanent resident
- University graduate

Tax Code. Part. Vat 12020391004

- Proficient in English (written and spoken)
- Proficient in Ms. Office (Word, Excel, PowerPoints)
- Excellent interpersonal communication and organizational skills;
- Not being convicted of any criminal offense and not having any pending criminal proceedings

**Candidates lacking the mentioned minimum requirements will not be considered.**

Work location Italian Trade Jakarta's Office

## SELECTION PROCEDURES

- **First phase: Interview and Evaluation of: CV, previous working experiences and language skills - Evaluation scale 1-10:** 10 exceptional, 09 excellent, 08 very good, 07 good, 06 average plus, 05 average, 04 below average, 03 poor, 02 very poor, 01 not suitable

### Preferential criteria's scores:

- Degree course over 3 years, master's degree: 3 points
  - At least two years of work experience in similar jobs – in private or public sector (knowledge in business administration and tender procedures): 2 points
  - Italian language fluent knowledgment: 5 points
- **Second phase (written test): Multiple choice test (from 11 to 40 maximum questions) to determine the knowledge in the fields of accounting. Questions can include also general notions about Italian and EU economy, geography and culture.**

Final evaluation: the sum of the scores of first phase and second phase will determine the final ranking.

## IMPORTANT NOTICES

The winner of the selection will be hired on probation for three months. The selection ranking will be valid for 6 months. The selection can be suspended, and/or cancelled at any moment and for any reasons by ITA Jakarta at its full discretion without generating any moral or legal obligation towards the candidates, including those fully meeting the job requirements.

The hiring will be subject to the authorization issued by the Ambassador of Italy in Jakarta. Please, do note that:

- The employment contract will comply with the Indonesian law.



ITALIAN TRADE AGENCY

ICE - Agenzia per la promozione all'estero e  
l'internazionalizzazione delle imprese italiane

Tax Code. Part. Vat 12020391004

- The Italian Embassy in Jakarta and the Italian Ministry of Foreign Affairs and International Cooperation will be not responsible for any complaint or claim arising from a possible dispute between ITA Jakarta and the employee.
- No employment relationship can be established between the employees hired by the Italian Trade Agency (ITA) Office in Jakarta and the Italian Embassy in Jakarta or the Italian Ministry of Foreign Affairs and International Cooperation .

## **HOW TO APPLY**

Application Process To apply for this position, please send **ONLY BY EMAIL** to [giacarta@ice.it](mailto:giacarta@ice.it) and [p.pinto@ice.it](mailto:p.pinto@ice.it), specifying in the subject "Application for Accountant" by the hours 12am of the day 27/6/2022 the following documents:

- Application letter
- Copy of ID
- CV in European format
- copy of Education certificate
- Proof of citizenship
- self-declaration stating the absence of any criminal sentences as well as pending charges

**No application arriving beyond the deadline can be accepted.**



ITALIAN TRADE AGENCY

ICE - Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane

Tax Code. Part. Vat 12020391004

**Application for participation in the selection of an accountant with a permanent contract at the Jakarta office of Italian Trade Agency.**

To be sent with the required documentation to [giacarta@ice.it](mailto:giacarta@ice.it) and to [p.pinto@ice.it](mailto:p.pinto@ice.it) by \_\_\_\_\_ on the day \_\_\_\_\_ indicating in the subject Search for an Accountant at Italian Trade Agency Jakarta

The undersigned \_\_\_\_\_

born in \_\_\_\_\_

resident \_\_\_\_\_

telephone \_\_\_\_\_

mail \_\_\_\_\_

**Declare**

to be a citizen \_\_\_\_\_

of not having received criminal convictions and not having pending charges in Indonesia and in other states

to be in possession of the following qualification \_\_\_\_\_

that the data of the attached curriculum are true and correspond to reality

ATTACH: detailed curriculum, self-certification relating to the absence of criminal convictions and pending charges

Authorizes the collection of personal data for the proceedings in progress

Date, \_\_\_\_\_ The Declarant \_\_\_\_\_