



ITALIAN TRADE AGENCY

Singapore Office

JOB OPENING

ONE Accountant

The employer: The Italian Trade Agency in Singapore

The Italian Trade Agency ("ITA"), also known as Italian Trade Commission, is the Italian Government Agency which promotes the internationalization of Italian companies, in line with the strategies of the Italian Government. ITA provides information, support and advice to Italian and foreign companies.

Additional information about the Italian Trade Agency is available at www.ice.it/en/.

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Job position available: **1 Accountant**

Job description and key responsibilities

- Accounting and reporting financial operations of the office, including monthly and annual registering, monitoring and forecasting of the budget;
- Data entering and uploading documents into accounting platform/software/applications in use at ITA;
- Preparation and archiving of accounting documents;
- Assisting in the management of tenders and contracts according to the EU and Italian rules and procedures on public procurement (i.e Codice degli Appalti D.Lgs 50/2016 e s.m.i, and other related laws and decrees);
- Registering and financial monitoring/closing either the so called "promotional budget" (in cooperation with the trade analysts responsible for the promotional initiatives) either so called "institutional budget" (which is ITA operational budget, in strict coordination with the Director and Deputy Director of the office);

- Managing and updating ITA Singapore suppliers' register;
- Dealing with suppliers about payments and other related matters;
- Updating the contracts' documents in "Amministrazione Trasparente" ITA website
- Managing Singapore and international payments ;
- Inputting all monthly expenses in the ITA Accounting softwares and applications according to specific instructions provided by ITA Rome;
- Monthly balance sheet reconciliations (matching between office registrations and bank movements on both ITA Singapore EURO and SGD accounts);
- Human Resource affairs
- Relations with the 2 Banks of the office
- Other related and ad-hoc administrative and accountant related duties to support team as required by the management

Minimum requirements:

- Singapore Permanent Resident or Singapore citizens
- Secondary School Diploma of accountant or equivalent (i.e business/financial expert;etc)
- Proficient in Microsoft Office (especially Word and Excel)
- Not being convicted of any criminal offense and not having any pending criminal proceedings in Singapore or in other countries

Candidates lacking one or more of the above listed requirements will not be considered.

ITA does not sponsor a working visa

Preferential requirements:

Moreover, preference will be given to candidates with the following additional skills and qualifications:

- Good knowledge of accounting recording system and related software (i.e Oracle, etc)
- A minimum of 1 year of experience in a similar role in private and/or public sector;
- Knowledge of the Italian language or mother tongue
- Knowledge of tendering rules and procedures based on EU and Italian Directives on public procurments (Codice Appalti, Italian National Anticorruption and Transparency rules, etc);
- Team work attitude
- Result-oriented, resourceful, and practical approach to problem solving

Work location

Italian Trade Commission

7 Temasek Boulevard - Suite 19 - 01A SUNTEC TOWER 1, 038987 Singapore

Working time

Monday to Friday-office hours 8.30/9.00-17.30/18.00 (1 hour break included)

Salary and Compensation

Monthly gross salary will be around euro 3,000 (total 13 months), at the exchange rate with Singapore Dollar on the 27th of the month (as stated by the Monetary Authority of Singapore website).

On top of that ITA will pay for the employer CPF and Health insurance coverage (including medical and dental).

Contract Duration

This is a permanent full-time position, i.e. 40 hours per week.

Application Process and documents

Interest candidates must:

1. Fill out the [Online Application Form](#)
2. Submit the following documents ONLY BY EMAIL to singapore@ice.it and specifying in the subject "Application for Accountant position at ITA Singapore" before **Tuesday 27th December 2022 at 5:00 PM**, the following:
 - a) Copy of your Singapore Permanent I.D. card (please cover-up the last 4 digits);
 - b) Your CV/Resume;
 - c) Copy of educational certificates including the Accountant Secondary School Diploma or equivalent (i.e business/financial expert, etc)
 - d) Substitutive declaration of possession of requirements (attached), duly filled in and signed;
 - e) Any other document useful to access previous experience or qualifications.

Deadline: 27th December 2022 at 5:00 PM

No application arriving beyond the deadline can be accepted.

Personal data collected will be used for recruitment purpose only.

Selection Procedure



Only candidates who meet the above listed Minimum requirements and with complete documentation will be invited to participate in the selection process.

Shortlisted candidates will be invited for the selection and to sit in a examination from January 2nd, 2023 onwards.

An Examination Committee will be formed to carry out all the examination procedures.

The selection process will consist of:

First phase (up to 30 points)

1. **Practical test on Word and Excel tools** expected to be scheduled by the end of January 2023 at ITA Singapore Office (7 Temasek Boulevard - Suite 19 - 01A SUNTEC TOWER 1, 038987 Singapore).

Word test (up to 10 points): minimum score to pass the test 7 out of 10

Excel test (up to 10 points): minimum score to pass the test 7 out of 10

2. **Practical test**, aimed to ascertain the **Basic Accounting Knowledge**, will be held if possible on the same date of the practical test on word and excel.

Basic Accounting Knowledge (up to 10 points): minimum score to pass the test 6 out of 10

The candidates will be excluded from the second phase of selection in case of failure (less than minimum score required) in any of the 3 tests above indicated.

Second phase (up to 20 points)

Oral test-Interview in English, if the score of the first phase is adequate, should be held digitally via Google meet. The interview, conducted in English will focus on skills, qualifications, motivation and reasoning skills (**up to 20 points**).

The candidate will also have a short conversation in Italian, if he/she is able to. The additional points for the preferential requirements will be assigned in the oral evaluation, at the discretion of the Committee. This will refer to the above listed "preferential" requirements, such as Italian knowledge, and previous work experience in a similar role in private and/or public sector

The oral test will be accomplished with a minimum score of 15 out of 20.

Final ranking:

The final total score will be defined by calculating the sum of the scores obtained in the two selection phases. After testing, each candidate will be ranked on a **50 points scale**. **Only**

candidates who scored at least 35 (out of 50 points) will become eligible and shortlisted.

The position will be offered to the eligible candidate with the highest score unless she/he intends to withdraw, resign, or ITA finds out later that she/he lacks the eligibility requirements; in such a case, the position will be offered to the next ranks eligible applicant, according to a list that will remain valid for 6 months. The list will be published on ITA website.

The successful candidate will be required to provide original copies of the mandatory documents and of those mentioned in the self-declaration

Please note that:

- The selection will take place in person at ITA's Office (7 Temasek Boulevard - Suite 19 - 01A SUNTEC TOWER 1, 038987 Singapore) for the 3 Practical tests, while the interview will take place digitally on Google meet platform
- 3. Should it prove impossible, for whatever reasons, to take the tests in person by January 2023, the eligible candidates will be informed in advance of either a possible postponement or an online examination.
- 4. Each candidate must have completed at least 2 doses of COVID Vaccination.

Passing the above-mentioned examinations does not automatically imply any obligation for ITA – Singapore office to recruit or sign the employment contract with the selected candidates, nor is to be intended as his/her automatic recruitment at the office of ITA in Singapore. For those candidates who pass the examination, the recruitment will be valid, executed and effective only after the signing of the formal employment contract.

Please note that the recruitment of the suitable candidate is subject to a “No-objection statement” to be issued by the Italian Government, upon receipt of a “No Criminal Record Certificate” issued by the Police Department of Singapore. Therefore, after receiving such certificate, the Embassy will conduct a background check aimed at verifying the possession of the listed requirements and the veracity of the declarations made. This procedure will take around 45 days.

For additional information about this position, please contact the Italian Trade Agency – Singapore Office: 7 Temasek Boulevard - Suite 19 - 01A SUNTEC TOWER 1, 038987 Singapore– Ms Ilaria Piccinni, Deputy Trade Commissioner, email: singapore@ice.it; Tel. 68203181 or visit our web site www.ice.it/en.

IMPORTANT NOTICE

This selection could be suspended and/or cancelled at any moment and for any reason by the Italian Trade Agency in Singapore at its full discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.

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Please note that, as a public-sector entity, ITA must uphold principles of loyalty, fairness and transparency in any transaction it may enter into and in any dealing with its partners, customers and suppliers (“Code of Conduct”). A copy of ITA Code of Conduct is available on the website at the following LINK: [Code of Conduct](#)

The selected candidate will also be required, upon signing the employment contract, to take note of and countersign the ITA Code of Discipline and Conduct for acceptance.

ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, race, religion of country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion. Provided that every requirement is met as far as level of education, skills, technical qualifications and work experience are concerned, the selection process will be based on the ability to perform the job under the specified conditions of employment. All personnel will be given equal opportunity, based on performance and competence.

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Marco Pintus
Italian Trade Commissioner



SUBSTITUTIVE DECLARATION OF POSSESSION OF REQUIREMENTS

Name & Surname:	
Date & place of birth	
Position applied for:	Accountant

Postal address:	
Telephone: E-mail:	

THE CANDIDATE DECLARES:

To be a Singapore permanent resident/Singapore citizen and in possession of a permanent I.D. card	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
To be physically resident in Singapore	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
To be in possession of a certificate of Secondary School Diploma of accountant or equivalent, or higher	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
Not to have been convicted of any criminal offence and not to have pending criminal charges	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No

The undersigned formally declares that the above information is true and correct and that he/she is aware of the criminal consequences, in accordance with local and Italian law, of any falsehood contained in the declarations.

The undersigned formally authorizes ITA to carry out a background check aimed at verifying the possession of the above-mentioned requirements and the veracity of the declarations made.

The undersigned further undertakes to produce the proper documentation certifying the above declarations prior to signing the employment contract should he/she be awarded the vacant position at the end of the selection process.

Date: _____



PERSONAL INFORMATION COLLECTION STATEMENT

This statement is to inform you of your rights under the Personal Data (Privacy) Ordinance

Purposes of Collection

1. Please note that it is mandatory for you to provide the personal information (“**Personal Data**”) requested in this form. If you fail to provide the required data, your application may not be accepted.
2. Personal Data provided in this form will be used by ITA-Singapore for one or more of the following purposes:
 - a. verification of identity and background checks for recruitment purposes;
 - b. complying with any laws, regulations or guidelines issued by regulatory or other authorities within or outside Singapore; and
 - c. any other purposes agreed by you.

Transfer of personal data:

3. Personal Data collected will be kept confidential but, subject to the provisions of any applicable law, may be disclosed or transferred to the following categories of persons or any one of them (whether within or outside Singapore) from time to time for the purposes set out above:
 - a. internal auditing bodies of ITA-HQ in Rome and/or ITA- Singapore;
 - b. legal advisers and other professional advisers engaged by ITA- Singapore;
 - c. persons to whom ITA- Singapore is under any obligations or requirements to disclose Personal Data by any laws, regulations or guidelines issued by regulatory or other authorities or law enforcement agency, or by any court or judicial body; and
 - d. persons to whom ITA- Singapore is required to disclose Personal Data by any policies and measures implemented by ITA- Singapore for prevention or detection of any unlawful activities or suspicious activities.

Access and Correction of Personal Data

4. Any individual to whom Personal Data belongs has the right to request access to and correction of his or her Personal Data provided in this form. Any such request should be made in writing to ITA-Singapore’s Personal Data Protection Officer at privacy@ice.it.