



****JOB ANNOUNCEMENT****

ITA London is currently recruiting for an A1 Accounting Administrative Assistant (Permanent, full-time)

The Italian Trade Agency in London:

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 for Economic Development. ITA provides information, support and advice to Italian and foreign companies.

In addition to its headquarters in Rome, ITA operates worldwide through a large network of Trade Agencies Offices linked to Italian embassies and consulates, working closely with local authorities and businesses. ITA provides a wide range of services overseas helping Italian and foreign businesses to connect with each other, as well as attracting Foreign Direct Investments to Italy.

A1 ACCOUNTING ADMINISTRATIVE ASSISTANT

The Role:

The Italian Trade Promotion Agency (ITA) is looking to employ an Accounting Administrative Assistant to work within the Accounts Department. The Accounting Administrative Assistant will be responsible for assisting in all aspects of the accounting and administrative process and to ensure accuracy and efficiency of operations. Previous accounting experience is required for this position.

- General services (property management, maintenance and security);
- Economic and legal management of personnel (contracts, salaries etc..)
- Payment management – preparation of accounting records (through the ORACLE accounting system), operational and promotional budget, relations with the Bank, monthly bank reconciliation;
- Monitoring of payments, income, financial planning, treasury and reports with the Management;
- Monitoring of budgets for the various promotional/institutional activities, including updating of costs and payments made to different suppliers, also preparation of purchase orders;
- Perform other related ad-hoc tasks to support the team as required.

Requirements to GUARANTEE and CLARIFY at the time of application:

- Applicants must be eligible to work in the U.K., the applicant must be a UK tax resident;
- The applicant must be able to show any current and valid passport or ID;
- A CV is required;
- A SELF-CERTIFICATION is required relating to the absence of any criminal convictions, as well as pending charges;
- Proficient in English and Italian (spoken and written);
- They must have a National Insurance Number;
- They must have an active UK Bank Account;
- A degree preferably in Economics and Commerce or Law, or a related discipline; a master's degree in similar disciplines and a minimum of 5 years' experience in similar activities are considered a preferential qualification; or Higher secondary school diploma and 8 years of previous professional experience relevant to and relating to the field and level of employment required;
- Strong predisposition to accounting/administrative and organizational aspects;
- Knowledge of the main IT systems, in particular the Office package (Excel, Word, Power Point etc...) and management and accounting applications;
- Aptitude for teamwork, flexibility and spirit of initiative;
- Previous experience in an international environment is favourably considered;
- Immediate or short-term availability.

ATTENTION: Upon passing the test and, during the preparation of the documentation for the recruitment, **you must provide** (asap) a CRB (Criminal Records Bureau) certificate processed by the Disclosure and Barring Service (**DBS**);

If he/she is Italian citizen or have any other citizenship they must provide corresponding certificates relating to the absence of any criminal records as well as pending charges (issued by the Judicial Register and of the Pending Loads);

<https://www.gov.uk/request-copy-criminal-record>
<https://certificaticasellario.giustizia.it/sac/prenotacertificato>

**** please note that when the candidate is selected, ITA must request to the Embassy to issue a security clearance check that could take approximately 45 days to confirm.**

Job Location:

Sackville House, 40 Piccadilly
London W1J 0DR

Hours of Work:

Monday to Friday office hours (currently from 9am to 5pm). **Working from the office only**

Instructions for candidature submission:

- **Send** CVs and self-declarations **exclusively** by **e-mail** to recruitmentlondon@ice.it Attn. Dr. Giovanni Sacchi
- **The closing date for applications is Sunday 7th May 2023 @ 23:59.**

ONLY those candidates who fully meet the above-listed requirements will be contacted for an interview :

- verification of skills in terms of management control and budget analysis;
- general knowledge of Italian legislation on public contracts (DECREE No. 192 of 2 November 2017, art. 7 and art. 11);
- test of oral translation without the use of a dictionary of a short text from English into Italian and vice versa;
- practical test aimed at ascertaining knowledge of the main IT tools;

Salary:

Basic salary to £34,000.00* gross for a full time position.
*75% of the transport will be refunded.



ITALIAN TRADE AGENCY

IMPORTANT NOTICE

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

Only candidates selected for the tests will be contacted.

Best regards,

Giovanni Sacchi
ITA London Director