

Taipei, 12/2/2025

## **JOB OPENING: JUNIOR OFFICE ACCOUNTANT**

The Italian Trade Agency (ITA) Taipei Office is seeking qualified candidates for the position of Junior Office Accountant. The selected candidate will support the office's financial and administrative activities in accordance with applicable regulations and internal procedures. For detailed information regarding job responsibilities, required qualifications, and application instructions, please refer to the job description below.

### **1. The employer**

The *Italian Trade Agency – ITA* is the state agency entrusted with the promotion of foreign trade and the internationalization of Italian enterprises, acting within the guidelines set by the Italian government. ITA provides information, advisory and promotional services to Italian companies to support their expansion in foreign markets.

The Taipei Office of the Italian Trade Agency operates as Trade Section of the *Italian Economic, Trade and Cultural Promotion Office in Taipei - IETCPO*, but is a different legal person – and, therefore, a different employer - from the *IETCPO*.

Additional information about the Italian Trade Agency is available at [www.ice.it/en/](http://www.ice.it/en/).

### **2. Conditions**

Because of the nature of the employer, the signing of the employment contract is subject to the selected candidate passing the security check carried out by the competent Italian authorities. The process will take place after the selection and will take around 45 days.

### **3. Job description and key tasks**

The job position will be filled through an open-ended employment contract.

The candidate will be required to perform the following duties under the supervision and guidance of the Taipei Office Director and/or Deputy Director.

- Handle the financial transactions related to office operations and record them in ITA's accounting SW
- Prepare the accounting reports
- Monitor institutional and promotional budgets
- Manage the suppliers' register
- Facility management
- Support the Director and/or Deputy Director with human resources management
- When required, support in providing promotional, information, and assistance services to Italian enterprises.

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#### **4. Application requirements**

Applications from candidates lacking any of the requirements listed below will not be considered.

- R.O.C. (Taiwan) citizenship or Alien Permanent Resident Certificate (for non-Taiwanese citizens)
- to be a R.O.C. (Taiwan) resident for tax purposes
- Bachelor's degree
- Proficiency in Mandarin, written and oral
- Proficiency in English, written and oral
- Proficiency in MS Office
- Not being convicted of any criminal offense and not having any pending or previous criminal proceedings in R.O.C. (Taiwan) or other countries

#### **5. Preferential requirements**

Provided the above-mentioned requirements are entirely met, preference will be given to candidates who are

- Proficient in Italian

#### **6. Salary, working hours and location**

Salary: monthly gross salary of NTD 42.000 – minus mandatory deductions for Labor Insurance and National Health Insurance - for a total of 13 months.

Working hours: from Monday to Friday from 9.00 to 17.30 including a 30-minute lunch break

Location: the Taipei Office of the Italian Trade Agency, located at Suite n. 2205, International Trade Building - 333 Keelung Rd, Section 1, Xinyi District, 110 Taipei City.

The employee may be occasionally required to travel internationally.

#### **7. Application process**

To apply for this position, please submit [this Google form](#) and send by email to [taipei@ice.it](mailto:taipei@ice.it) – subj. “Application for Junior Accountant” – within **February 21<sup>st</sup>, 2025, 12:00 PM**, the following documents:

1. Copy of a R.O.C. (Taiwan) personal identification document
2. Copy of bachelor's degree certificate

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3. CV/Resume (*please add the following sentence at the end of your CV: "I hereby consent to the processing of the above data by the Taipei Office of the Italian Trade Agency for recruiting purposes"*)
4. Self-declaration form ([download here](#))

## 8. Selection process

Qualified candidates will be invited to **the examination** which **will take place at the Taipei Office of the Italian Trade Agency** - located at Suite 2205, International Trade Building - 333 Keelung Rd, Section 1, Xinyi District, 110 Taipei City – **on February 27<sup>th</sup>, 2025** starting **from 10.00AM**.

Each candidate will receive an email message from [taipei@ice.it](mailto:taipei@ice.it) indicating the examination time.

The selection will be carried out by a Commission of representatives of the Italian Trade Agency that will be appointed by the office's Director.

The selection process will consist of:

### ***First phase (up to 20 points)***

- **English language written proficiency** (up to 10 points, with a minimum score of 7/10)
- **Basic accounting knowledge** (up to 10 points, with a minimum score of 7/10)

Candidates scoring less than the minimum in either test will be excluded from the second phase of the selection.

The second phase test will take place **will take place at the Taipei Office of the Italian Trade Agency on March 3<sup>rd</sup>, 2025 from 10.00 AM**.

### ***Second phase (up to 30 points)***

- **English language oral test:** the interview will focus on oral communication, comprehension and reasoning skills (up to 10 points)
- **MS Office proficiency test** (up to 10 points)
- **Italian language oral test (*optional*):** the interview will focus on conversation, reading, listening and comprehension skills in Italian (up to 10 points).

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## **9. Ranking**

Candidates who have passed all the tests will be included in a final ranking which will be valid for 2 years. The ranking will be communicated to each candidate without disclosing the other candidates' names.

If the winning candidate cannot be hired or renounces, the Taipei Office will scroll through the ranking and invite the candidate placed in the next position to sign the employment contract.

Passing the examinations does not automatically imply any obligation for the Taipei Office of the Italian Trade Agency to sign the employment contract with the selected candidates. Recruitment will be effective only after the signing of the formal employment contract.

## **10. Employment contract signing**

The employment contract will be signed only following the positive outcome of the security check carried out by the competent Italian authorities.

The contract will be stipulated by the winning candidate and the Taipei Office of the Italian Trade Agency and will also be countersigned for approval by the Representative of the Italian Economic, Trade and Cultural Promotion Office in Taipei.

The employment relationship, however, arises exclusively between the Taipei Office of the Italian Trade Agency and the winning candidate, without there being any employment relationship between the winning candidate and the Italian Economic, Trade and Cultural Promotion Office in Taipei.

## **11. Recruitment process cancellation**

This selection may be suspended and/or canceled at any moment and for any reason by the Taipei Office of the Italian Trade Agency at its sole discretion, without generating any legal commitment towards the candidates, including those fully meeting the job requirements.

## **12. Employer's ethical rules**

The Italian Trade Agency upholds principles of loyalty, fairness and transparency in any transaction it may enter into and in any dealing with its employees, partners, customers and suppliers, according to its Code of Conduct.

Upon signing the employment contract, the selected candidate will also be required to take note of and countersign the Italian Trade Agency's Code of Discipline and Code of Conduct. The Italian Trade Agency does not discriminate on the grounds of age, sexual orientation, marital status, disability, color, race, religion or country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion. Provided that every education, skills, technical qualifications and work experience requirement is met, the selection process will be based on the ability to perform the job under

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the specified conditions of employment. All personnel will be given equal opportunity, based on performance and competence.

#### **PERSONAL INFORMATION COLLECTION STATEMENT**

This statement is to inform you of your rights concerning the collection of your personal data within the recruitment process.

##### **Purposes of Collection**

1. Please note that it is mandatory for you to provide the personal information ("**Personal Data**") requested to apply for this position. If you fail to provide the required data, your application will not be accepted.
2. Personal Data provided in this form will be used by the Taipei Office of the Italian Trade Agency within the applicants selection process 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 the R.O.C.; 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 applicable laws, may be disclosed or transferred to the following categories (whether within or outside the R.O.C.) from time to time for the following purposes:
  - a. internal auditing bodies of the Italian Trade Agency headquarters in Italy and/or of the Taipei Office of the Italian Trade Agency
  - b. legal advisors and other professional advisors engaged by the Taipei Office of the Italian Trade Agency
  - c. entities to whom the Taipei Office of the Italian Trade Agency is under the obligation to disclose personal data according to laws, regulations or guidelines issued by competent authorities
  - d. entities to whom the Taipei Office of the Italian Trade Agency is required to disclose personal data for the prevention or detection of unlawful conducts.

##### **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 at [privacy@ice.it](mailto:privacy@ice.it).