



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission

Trade Promotion Office of the Italian Embassy

Trade Promotion Office of the Italian Embassy
to the UAE, Oman and Pakistan

ITA Dubai is looking to recruit an Accountant (One year, full-time)

The Italian Trade Agency in Dubai:

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.

ACCOUNTANT

The Role:

The Italian Trade Promotion Agency (ITA) is looking to employ an Accountant. The Accountant 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.

Key Responsibilities:

- Assisting with annual budget and forecast exercises as required;
- Managing Tenders, their rules and procedures based on EU and Italian Directives on Public Procurement;
- Budgeting, together with the Trade Analysts, the promotional initiatives (exhibitions, fairs, seminars, workshops, etc ...);
- Managing the suppliers’ register;
- Dealing with supplier’s payment queries in a professional manner by order of priority, both on telephone and e-mail;
- Assisting with the requirements of “Amministrazione trasparente”, among which uploading documents in the “Amministrazione Trasparente” system provided by ANAC (Italian National Anti-Corruption Authority);



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- Input list of promotional initiatives via the specific software (PromoApp) provided by ITA Rome;
- Monitoring budgets for multiple promotional activities, which includes updating estimated costs and final payments to various providers, drafting purchase orders;
- Managing UAE and international payments, filing invoices to be paid, uploading to the banking system and filing all the documentations required from Italy once paid;
- Inputting all monthly expenses in the Oracle Accounting Application using specific instructions provided by ITA Rome;
- Compiling the end of the month balance sheet reconciliations (Oracle Accounting Banking);
- Monitoring and invoicing services provided to Italian Companies and sending all information using a specific software to the Head Office in Rome;
- Maintaining historical records by filing documents;
- Developing technical knowledge regarding all procedures through reading all documentations provided by ITA Rome;
- Performing other related ad-hoc duties to support team as required.

Requirements to BE GUARANTEED and CLARIFIED at the time of application:

- Applicants must be eligible to work in the UAE, must be able to show current and valid passport or ID;
- CV is required;
- If he/she is an Italian citizen or has any other citizenship he/she must provide corresponding certifications related to the absence of any criminal sentences as well as pending charges (issued by the Judicial Register and of the Pending Loads) - at the time of application. It is necessary, at least, to provide a clear proof of the requests submitted to obtain such documentations;
- Proficiency in English and Italian (spoken and written);
- They must have an active UAE Bank Account;
- Bachelors' degree preferably in Economics, Business, Accounting, or a related discipline. Master's degree preferred;



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- Strong numerical and organizational skills;
- Strong computer literacy - Excel & Word specifically;
- Knowledge of Italian general accounting principles;
- Knowledge of tendering rules and procedures based on EU and Italian Directives on public procurement;
- Good knowledge of ORACLE;
- Experience with “Amministrazione Trasparente” (Italian National Anti-Corruption Authority) system preferred;
- A minimum of one or two years of experience in a similar role - in the private and / or public sector;
- Experience of working in an international group would be beneficial;
- Able to work within a team and independently;
- Result-oriented, resourceful, and practical approach to problem-solving;
- Immediate or short-term availability.

Candidates who do not have the above mentioned requirements will not be taken into consideration for the selective tests.

Job Location:

Dubai Internet City - Dubai, UAE

Sheikh Zayed Road - Exit 22 or Nakheel Metro Station

Arenco Tower - Office 506& 508

Hours of Work:

Sunday to Thursday office hours (currently from 9am to 5pm).



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Instructions for submission:

Send your CV and Self-declaration stating the possession of the requirements which guarantees entry to the selective phase ONLY BY EMAIL to: dubai@ice.it Attn. Gianpaolo Bruno

The closing date for applications is Sunday 28th April 2019 @ 23:59.

We reserve the right to close the application window earlier if we receive a high volume of suitable applications.

ONLY those candidates who fully meet the above-listed requirements will be contacted for selective tests (in English and Italian) within May 2019:

1. Written test: questions regarding Italian general accounting principles; rules and procedures based on the EU and Italian Directives on Procurement Code, general knowledge concerning ANAC (National Anti-Corruption Authority);
2. Practical test: computer test to prove general knowledge of PC use;
3. Speaking test: in Italian and English.

Timing: about 60 min.

The candidates will be evaluated on a 1-10 scale for each test.*

Salary:

Basic salary of Euro 36,000.00 for a full time position.

ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, colour, race, religion or country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion.

Providing every requirement of education, skill, technical qualifications and experience are met, the criterion for selection will be ability to perform the job under the specified conditions of service. All personnel will be given equal opportunity, based on performances and competencies.



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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.

ITA will acknowledge receipt of all applications but only candidates selected for the tests will be contacted.

Best regards,

Gianpaolo Bruno

ITA Dubai Director

* On a 1-10 scale:

10 – exceptional, professional level

09 – excellent, no distractions

08 – very good, only a few minor problems

07 – very good, with more minor or a few major problems

06 – good, noticeable problems but not distracting

05 – average

04 – below average, a few distracting problems

03 – below average, with more than a few distracting problems

02 – poor

01 – very poor