



## JOB ANNOUNCEMENT

### Accountant position at (ICE) ITA Office in Dubai

The Italian Trade Agency (“ITA”; former “ICE”) is a Governmental entity which promotes the internationalization of Italian companies, in line with the strategies of the Ministry of Foreign Affairs <https://www.ice.it/en/>

It has its headquarter in Rome and operates worldwide through a large network of offices <https://www.ice.it/en/markets> in cooperation with Italian Embassies, Consulates and the whole diplomatic network.

ITA works closely with local authorities and business counterparts and provides a wide range of services (promotion, information, assistance, training) aimed at fostering the bilateral trade between Italy and the rest of the world and at helping Italian and foreign business counterparts to connect with each other, along with promoting Foreign Direct Investments to Italy.

Since 1988 ITA has had its office in the U.A.E. which is registered as “Trade Promotion office of the Italian Embassy”.

#### **About the role: accountant**

ITA Dubai office <https://www.ice.it/en/markets/united-arab-emirates/dubai> through this job announcement is seeking for n.1 Accountant to work at its office/premises, full time.

#### **Job description and key responsibilities:**

1. Accounting and reporting financial operations of the office, including monthly and annual registering, monitoring and forecasting of the budget;
2. data entering and uploading documents into accounting platform/software/applications in use at ITA;
3. preparation and archiving of accounting documents;
4. 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);
5. Registering and financial monitoring/closing either the so called “promotional budget” (in cooperation with the trade analysts responsible for the promotional initiatives) either the so called “institutional budget” (which is ITA operational budget, in strict coordination with the the Director of the office and its Deputies);

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Certificate N. 38152/19/S  
ISO 9001 / UNI EN ISO 9001:2015





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6. Managing and updating ITA Dubai suppliers' register;
7. Dealing with suppliers about payments and other related matters;
8. Updating the due documents in "Amministrazione Trasparente" ITA website and in the ANAC (Italian National Anti-Corruption Authority) registry;
9. Managing UAE and international payments, including electronic E.U. invoicing (filing invoices to be paid, uploading to the banking system and filing all the documentations required from Italy once paid);
10. Inputting all monthly expenses in the ITA Accounting softwares and applications according to specific instructions provided by ITA Rome;
11. Monthly balance sheet reconciliations (matching between office registration and bank movements on both ITA Dubai accounts in Euro and in AED);
12. Monitoring and invoicing services provided to Italian Companies and sending all information to the Head Office in Rome using ITA specific software;
13. Other related ad-hoc administrative and accountant related duties to support team as required by the management

#### **Mandatory requirements at the time of application**

- a) Secondary school Diploma of accountant or equivalent (i.e. business/financial expert, etc.)
- b) Diploma of Proficiency in English (if not mother tongue)
- c) Diploma of Proficiency in Italian (if not mother tongue)
- d) A minimum of three years' experience in a similar role - in private and / or public sector
- e) Valid Residency visa for the past 2 years (if not Emirati citizen)
- f) Tax residency in the UAE
- g) Eligibility to work in the UAE, with valid passport and Emirates ID;
- h) Absence of any criminal sentences as well as pending charges both in the UAE and in the country of citizenship
- i) computer literacy (Microsoft Office, specifically Excel and Word)

**Candidates lacking even one of the above listed requirements will not be considered.**

#### **Preferential requirements**

- a) Good knowledge of accounting recording system and related software (i.e. Oracle etc.);
- b) Knowledge of tendering rules and procedures based on EU and Italian Directives on public procurement (Codice Appalti, Italian National Anti-Corruption and Transparency Rules, etc.);
- c) Team Working attitude;
- d) Result-oriented, resourceful, and practical approach to problem-solving

**Application process and documents:**

Interested candidates must:

1. **fill out the ([Online Application Form](#))**
2. **Submit the following documents ONLY BY EMAIL** to [dubai@ice.it](mailto:dubai@ice.it) Attn. Director Amedeo Scarpa specifying in the subject line "Accountant position at ITA Dubai"
  - a) Resume/CV
  - b) Copy of educational certificates including the Accountant Secondary School Diploma or equivalent (i.e business/financial expert, ect.)
  - c) Proficiency in English Diploma (unless mother tongue)
  - d) Proficiency in Italian Diploma (unless mother tongue)
  - e) Copy of current and valid passport
  - f) Copy of valid UAE visa and Emirates ID
  - g) Self and substitutive declaration of possession of requirements (form attached) duly filled in and signed which states
    - Nationalities;
    - Valid UAE residency at the time of application;
    - Absence of any criminal sentences as well as pending charges both in the UAE and the country of citizenship (issued by the competent authorities)
  - any other document useful to assess previous experiences in similar position or qualifications.

**Deadline**

The closing date and time for the applications is **Friday, 16<sup>th</sup>, September 2022 - 11:59 pm Dubai time (GST - Gulf Standard Time).**

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

Only candidates who meet the above-listed requirements and submit the above-mentioned documents will be selected for the selection procedure. **Candidates admitted to selection procedure will receive an invitation via email by Friday 23rd September 2022 (tbc).**

**Work Location:**

ITA Dubai Office  
Dubai Internet City - Dubai, UAE  
Sheikh Zayed Road - Exit 22 or Nakheel Metro Station, Aresco Tower  
- Office 506 & 508 -

**Working time:**

Monday to Friday – office hours: from 9am to 6pm (1 hour break included).



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**Salary and duration:**

Monthly salary: Euro 3,000.00 (three thousand) + Annual flight ticket.

Full-time position and duration according to Emirati Labor law.

Health insurance coverage will be offered.

**Selection procedure:**

- the selection will take place in person at the ITA Agency's Office (Dubai Internet City - Arenco Tower - Office 506 & 508 - Dubai UAE).
- If, for sanitary reasons due to Covid-19, should not be possible to take the tests in person, the selection procedure will be carried out online. In this case, all candidates will be notified in advance.
- the selection procedure will be carried out according to the Office anti-covid Protocol (wearing a mask and social distancing) and proof of Covid -19 vaccination.

**First phase (up to 60 points)**

The first phase of selection will consist in **4 tests**:

**1. Written paper in Italian (up to 20 points)**

On accounting and financial planning process, Italian general accounting principles, rules and procedures based on the EU and Italian Directives on Codice Appalti, general knowledge concerning ANAC (the Italian National Anti-Corruption Authority), and other related subjects to public accounting.

**Duration:** 30 minutes

**Tentative date:** Thursday 29<sup>th</sup>, September 2022 (tbc)

**Scores and evaluation criteria:**

up to 20 points, based on the following criteria:

- a) Knowledge and competence on the topics of the examination (up to 10)\*
- b) Clarity of exposition, terminological precision, and reasoning skills (up to 10)\*

**Minimum score to pass the test n.1: 12 out of 20.**

**2. Written paper in English (up to 20 points)**

On accounting and financial planning process, Italian general accounting principles, rules and procedures based on the EU and Italian Directives on Codice Appalti, general knowledge concerning ANAC (the Italian National Anti-Corruption Authority), and other related subjects to public accounting.

**Duration:** 30 minutes

**Tentative date:** Thursday 29<sup>th</sup>, September 2022 (tbc)

**Scores and evaluation criteria:**

up to 20 points, based on the following criteria:

- c) Knowledge and competence on the topics of the examination (up to 10)\*
- d) Clarity of exposition, terminological precision, and reasoning skills (up to 10)\*

**Minimum score to pass the test n.2: 12 out of 20.**

**3. Computer test (up to 10 points)**

to assess general knowledge of computer skills (specifically Word and Excel).

**Duration:** 30 minutes;

**Tentative date:** Thursday 29<sup>th</sup> September 2022 (tbc)

**Scores: from 1 to 10\***

**Minimum score to pass the test: 6 out of 10.**

**4. Accountancy ability test: (up to 10 points)**

to assess the candidate's abilities about accountancy skills and usage of related softwares and applications

**Duration:** 30 minutes;

**Tentative date:** Thursday 29<sup>th</sup>, September 2022 (tbc)

**Scores: from 1 to 10\***

**Minimum score to pass the test: 6 out of 10.**

**Candidates will be excluded from the second phase of selection in case of failure (less than minimum score required) in any of the 4 tests above indicated.**

**Second phase: (up to 40 points)**

**5. Interview in English and Italian:** the interview will be conducted by the Examination Board at ITA's premises and it will be related to the job description, CV of the candidate, educational and professional experiences, skills of the candidate, ITA activities and other economic and financial matters.



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**Duration: 30 minutes**

**Scores from 1 to 10 upon each of the following evaluation criteria:**

- a) Knowledge and competence on the topics of the job description and key responsibilities (up to 10)
- b) Fluency on spoken Italian and English (up to 10)
- c) Clarity of exposition, terminological precision, and reasoning skills (up to 10)
- d) Previous experience on similar position (up to 10)

**The test will be considered accomplished with a minimum score of 24 out of 40.**

**Final Ranking:**

**The final ranking will be based on the total assessment score of the two selection's phases.**

The list will be published on the ITA website.

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

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

***Important notice***

This selection could be suspended and/or canceled at any moment and for any reason or no reason by the Italian Trade Agency in Dubai at its sole discretion, without creating by obligation and/or expectation or reliance on the part of eligible candidates.

Please note that as an entity that forms part of the Italian public sector, ITA must apply the 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 at [www.ice.it](http://www.ice.it), "Chi siamo" - "Amministrazione Trasparente" (Transparent Administration) – "Disposizioni generali" (General provisions) – "Atti generali" (Acts of general application)-"Code of conduct".

ITA does not discriminate on the grounds of age, sex, 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 requirement of education, skill, technical qualifications and experience are met, the criterion for selection will be the ability to perform the job



under the specified conditions of service. All personnel will be given equal opportunity, based on performances and competencies.

The recruitment is subject to a no-objection statement from the Italian Embassy in the UAE. After final selection of candidates, the contract will be awarded and become effective only upon receiving such official statement, that will take 45 days.

Dubai, August 26th 2022

Amedeo Scarpa

ITA Dubai Director

Firmato digitalmente da: Amedeo Scarpa  
Organizzazione: ICE-AGENZIA/12020391004  
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\*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
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