



JOB VACANCY

POSITION / Head of Finance and Administration

CONTRACT TYPE / full time

CONTRACT OPTIONS / permanent contract

SALARY / annual salary commensurate with experience and level of seniority, gross annual salary from 35-50k.

START DATE / as soon as possible

WORK LOCATION / Milan, with remote work options

ORGANISATION

ECCO is a non-profit foundation, Third Sector entity, established in 2021 as an independent think tank. **ECCO** is not tied to private interests and is financed exclusively through philanthropic or public resources. **ECCO** works in the public interest to accelerate climate action with a national, European and global scope. **ECCO** consists of a group of experts who develop and promote evidence-based analyses aimed at the selection of transformative climate policies, solutions and strategies, the creation of new narratives and the building of consensus for inclusive, effective and timely climate action. **ECCO** is a company of over 40 people with offices in Milan, Rome and Brussels.

JOB DESCRIPTION AND OBJECTIVES

ECCO is looking for an expert with at least 3 years of experience, as head of financial and administrative management of the organisation.

In particular, the person in this role will be expected to:

- ◇ prepare the annual and multi-year budget;
- ◇ forecast the expenditure trend of the organisation for the various items in the chart of accounts depending on different decision-making scenarios and the progress of activities;
- ◇ ensure that the budget is updated according to fundraising activities;
- ◇ collaborate with the 'Operations Manager' in administrative and accounting activities;
- ◇ contribute to the construction of tools, including information technology, for administrative and financial management of the organisation (multi-year budgets, risk management, management control);
- ◇ identify and implement digital processes and tools for management control;
- ◇ periodically prepare economic and financial reports in order to provide accurate data and analyses for decision making, risk management and expenditure planning in a timely manner;
- ◇ oversee, in coordination with the support of the labour consultant, the drafting of contracts for employees and collaborators in compliance with internal procedures and current legislation;
- ◇ coordinate and oversee the supervision of personnel, ensuring compliance with labour, social security and tax obligations.

REQUIRED SKILLS

- ◇ Capacity to analyse and process quantitative accounting and financial data to prepare annual and multi-year budgets.
- ◇ Strategic vision of budget utilisation and configuration of administration with respect to the organisation's goals.
- ◇ Knowledge of the regulatory framework related to the sectors in which ECCO operates.
- ◇ Excellent proficiency in English and ability to interact with international financiers.
- ◇ Relational and communication skills to make complex information easily and immediately accessible.
- ◇ Excellent teamwork skills and systemic thinking skills.

PERSONAL REQUIREMENTS AND EXPERIENCE

- ◇ Educational background in a relevant field with the possibility of considering different job profiles based on proven experience. Higher education qualifications are an advantage in the selection process.
- ◇ At least 3 years of work experience in a leadership position in the areas of finance, accounting and administration.
- ◇ Experience in financial management of projects within the Third Sector.
- ◇ Excellent knowledge of computer tools, including Excel, Word and PowerPoint.
- ◇ Personal motivation, intellectual curiosity, positivity and flexibility to achieve results, along with enthusiasm for the urgency of accelerating climate action.

APPLICATION

Apply and work with us by writing to jobs@eccoclimate.org with the subject "**Head of Administration**" by **March 20th**. The application **must** include a **CV (maximum 2 pages) and a cover letter** demonstrating how your professional experience, education and motivation align with the position's requirements and **ECCO's** mission.

Only applications that meet the position's requirements and competencies will be considered. Due to the high volume of applications, we will only contact candidates selected for the first interview.