

Temporary Assistant II, Project Financial Analysis and Support (PLANS) (Temporary assignment – 11 months)

Background

The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) delivers research-based solutions that harness agricultural biodiversity and sustainably transform food systems to improve people's lives. Alliance solutions address the global crises of malnutrition, climate change, biodiversity loss, and environmental degradation.

With novel partnerships, the Alliance generates evidence and mainstreams innovations to transform food systems and landscapes so that they sustain the planet, drive prosperity, and nourish people in a climate crisis. The Alliance is part of CGIAR, a global research partnership for a food-secure future.

<https://alliancebioversityciat.org/>

www.cgiar.org

About the position

Based in Rome, Italy and under the supervision of the PLANS Team Leader-Europe, the incumbent will provide operational financial compliance support in relation to the projects that are being developed by the Alliance Research Areas and Programs. This involves the provision of assistance to budgetary analysis and financial support as project activities are being carried out. The Temporary Assistant II will be also responsible for the delivery of information to prepare financial reports for projects and for handling projects information requirements from donors.

Key Responsibilities

More specifically, the Temporary Assistant II will:

- Assist the PLANS staff with financial management of grants.
 - Prepare review of actual vs. budget costs per project using the Alliance template
 - Prepare PCA analysis to share with respective PLANS staff based on the budget to ensure PCA adjustment in the system is done timely.
 - Prepare cost transfer request for review and approval.
 - Collect data and documentation to support the preparation of the financial reports for donors to ensure reconciliation with the accounting records.
 - Prepare supporting documentation for financial report submissions and audits to submit information on time to donors and/or auditors.
 - Execute the activities related to the signature process of financial reports, once all requirements are fulfilled.

- Assist the PLANS staff with partner financial reporting and clearance processes.
 - Review the partner financial reports and ensure that the financial reporting checklist is complete; detect and report issues.
 - Review the transaction list provided by the partner and ensure it matches with the financial report.
 - Review supporting evidence provided by the partner and take the necessary actions as needed.
- Assist the PLANS staff with grant opening and data management in our Enterprise Resource Planning (ERP) system.
 - Prepare the grant opening template for the Enterprise Resource Planning (ERP) system opening process.
 - Prepare budget uploads in a timely manner to ensure budgets in the Enterprise Resource Planning (ERP) system are up to date.
 - Set up the Alliance FR template to start expenses monitoring based on financial reporting needs.
- Support the financial management of a small project portfolio throughout the full project lifecycle.
- Other support tasks as required by the PLANS unit.

Requirements

- Secondary school education supplemented by office training or related courses.
- Degree in economics, accounting, finance, or related fields, is highly desirable.
- Previous relevant work experience (minimum 2 years) in finance units performing process-oriented / transactional activities.
- Knowledge of or experience with financial management software.
- Proficiency in relevant software packages (Microsoft Office Suite)
- Solid interpersonal, communications and teamwork skills; courtesy and tact, and the ability to establish and maintain effective working relationships with people of different cultural and national backgrounds.
- Well-developed skills in personal organization, filing and priority setting, problem solving and accuracy.
- Strong client orientation and service approach.
- Sound judgment and initiative; ability to work independently within the assigned area.
- Full professional proficiency of the English language, both written and spoken.

Terms of employment

This is a **temporary support position**, which will be based in Rome (Italy).
The monthly salary will be **EUR 3,280.83**. The position will be for a period of **11 months**.

Please note that eligible applicants must have the legal status to live and work in Italy at the time of application:

- Be Italian nationals holding a valid passport or identity card.
- Or be EU citizens holding a valid passport or identity card and confirmation of registration from the Registrar's Office (Anagrafe).
- Or Non – EU citizens holding a valid Italian work permit (permesso di soggiorno per lavoro subordinato).

Applications

Please apply online through the Alliance Job Opportunities website (<https://alliancebioversityciat.org/careers>) **no later than 16 June 2024**, attaching a **curriculum vitae, cover letter, both in English**, and contact information (e.g. names, email address) of **at least three references**.

Please note that only shortlisted candidates will be contacted.

Closing date for applications: 16 June 2024

We invite you to learn more about us at:

<http://alliancebioversityciat.org>

Please visit our careers page at:

<https://alliancebioversityciat.org/careers>