

## “Secretary” job description

*(Segretaria/o amministrazione – settore Education)*

**Job title:** Secretary

**Location:** Padova

**Contract type:** 9 hours/week. Fixed-term (1 year) with the view to become permanent. Possibility of 12 hours/week from spring 2023.

**Number of open positions:** 1

**Start date:** mid-September 2022

**Job overview:** The Secretary is responsible to manage the financial administration of the business and its systems: you will join our start-up team and play a critical role in controlling our rapidly growing educational start-up to establish one of Europe’s leading Erasmus+ organisations! You will be in charge to maintain and improve the current systems to produce the desired reports for management control, cashflow and P&L. The job entails support for marketing administration and managing our providers for general office maintenance. This is a great job for experts of international accounting (“operazioni estero”) and VAT exemption with significant experience of financial and business accounting systems for Italian small businesses. If you have great remote customer service skills and excellent communication skills, then this is the right position is for you! Come and join us!

**Reports to:** Managing Director

### Key responsibilities:

- Finance
  - Making bill payments via ebanking and managing credit card payments
  - Managing accounts receivable and payable
  - Tracking incoming payments and issuing invoices (“fatturazione elettronica”) according to the correct VAT regime.
  - When invoice requirements are not standard, liaising with clients to understand needs, formats and timing. Standard invoice contents are in English.
  - F24 and periodic VAT settlements
  - Withholding tax management
  - Managing expense claims
  - Participating in payroll processes and communicating presences
  - Liaising with our accountants and labour law consultants to tidy up and align data
  - Support official documentation, such as balance sheet, returns, etc
  - Recording and reconciling data in our database management control system
- Business systems and data entry
  - Supporting the administration of digital marketing services and the processes to provide Erasmus+ funding advice and support
  - Supporting the administration of our website and other online platforms and data entry
  - Parsing, versioning and merging lists and databases
  - Manage the administrative records of the feedback management system
  - Submitting content to social media
  - Innovating business systems and new software solutions

- General business office maintenance
  - Managing utilities and subscriptions
  - Organising and managing qualified professionals (e.g. cleaning services, IT consultants, electrical repairs, repairs issues, preventative maintenance, health and safety, etc)
  - Modernizing the office environment

### **Current business systems:**

Internet banking, Fattureincloud, Zoho CRM

### **What we are looking for**

- EXPERIENCE
  - At least 2-year experience with financial and business accounting for Italian small businesses (payments, invoices, basic accountancy, “operazioni estero”)
- ATTITUDE
  - Reliable and service-oriented
  - Methodical, organised and precise
- SKILLS
  - Fluent in English and Italian. At least C1 level.
  - Stress management skills
  - Accuracy and attention to details
  - Computer skills (emails, presentation, word) and ability to learn new digital tools
- KNOWLEDGE
  - Fattureincloud or “fatturazione elettronica” in general
  - Operazioni estero
  - VAT

### **Language requirements:**

You must be fluent in English and Italian, both written and oral, face-to-face, via email and on the phone. At least C1 level.

### **Travel**

No travel required although possible.

### **Compensation & Benefits**

- Base salary: Livello 4 CCNL Scuole Laiche.
- If your position is confirmed as permanent at the end of year 1, you will join the company welfare plan.