



The International Commission for the Protection of the Danube River (ICPDR) is an International Organisation working on the improvement of water quality and flood risk management in the Danube River Basin. To fill a vacancy at its Secretariat in Vienna, the ICPDR is looking for a

Finance Administration Officer

Your Tasks

- Bookkeeping, recording of financial information, preparation of financial reports and assist in preparation of budgets; processing payments and transfers, payroll accounting, dealing with tax issues, maintaining financial records.
- Ensuring that all financial transactions are in accordance with ICPDR financial regulations and rules.
- Financial administrative support to the Executive Secretary.
- Financial administrative support to the technical experts and the EGs as required.

Your Background

- Knowledge of and experience in accounting and financial management.
- Competency with financial data systems and spreadsheet processes.
- Familiar with the main features of the Austrian tax and social and health insurance systems.
- Ability to handle a large volume of work in an effective and timely manner.
- Experience in working with an international/interdisciplinary team is an additional asset.
- Interest and enthusiasm to work in a team
- Perform well under stress and cope with deadlines
- Conscientious, diligent and reliable, highly numerate
- At least 5 years of experience in the field of accounting and financial management from private or public organization, preferably international.
- Sufficient experience with booking system management; a relevant diploma course is an advantage.
- He or she has to be fluent in English and German.
- Knowledge of administrative procedures of an international agency such as EU or UN is an additional asset.

Our Offer

- Full-time employment starting 1 February 2015
- A tax free annual gross salary of 31,000 to 43,000 EUR
- 6 weeks of vacation per annum, benefits and educational opportunities
- A stimulating range of responsibilities and work place at the Vienna International Center
- Work in a small, friendly, motivated and international team

Are you interested? If so, please look at all documents accompanying this advertisement at www.icpdr.org/main/fao. To apply, please submit a cover letter and a CV in English by e-mail or regular mail to:

ICPDR Secretariat

Attn. Executive Secretary Mr. Ivan Zavadsky

Vienna International Centre, Room D0412

Wagramer Strasse 5

A-1220 Vienna, Austria

ivan.zavadsky@unvienna.org

The application deadline is the **28 November**, interviews are preliminarily scheduled for 8 December 2014.