



International Institute of Humanitarian Law  
Institut International de Droit Humanitaire  
Istituto Internazionale di Diritto Umanitario

## Vacancy Notice

Position: **Finance Officer (customization ERP system)**

The International Institute of Humanitarian Law, Sanremo (Italy) calls for applications to the revised vacancy of Finance Officer (customization ERP system).

### Applications

Applications must be submitted by email addressed to [refugee.department@iihl.org](mailto:refugee.department@iihl.org) with the subject: "VACANCY: FINANCE OFFICER / ERP system".

The email should include the following:

- Letter expressing interest in the position and outlining reasons why the application should be selected;
- Updated Curriculum Vitae, including three references (name, position, organization/company, email).

Application deadline: 30 March 2021.

### Requirements

- University Degree in Accounting, Finance, Economics, or similar. Specialization or Advanced Degree in Finance or similar;
- Minimum of three years of experience in financial management, monitoring and reporting;
- Proven experience in managing finances non-governmental organizations (NGOs);
- Experience in working with European NGOs or operating in Europe, an asset;
- Proven experience in developing managing and customizing ERP systems of NGOs including grant management and financial management components;
- Knowledge in customizing and using the ERP by Oracle NetSuite is an asset;
- Experience in vendor and procurement management;
- Experience in preparing reports for auditors of large international organizations, an important asset;
- Fluent in English both written and verbal (fluency in Italian, a significant asset).

### Contract

The incumbent will work for the International Institute of Humanitarian Law under a consultancy contract of 2 months, from 12 April 2021 to 11 June 2021.

Subject to availability of funds and satisfactory performance, the contract can be extended.

The incumbent can perform daily work remotely, but it is expected for her/him to travel to Sanremo upon request of the Director and the Secretary-General (subject to existing travel restrictions due to COVID).

### Terms of Reference

Under the general supervision of the Secretary-General, and of the Director of the Department of International Refugee Law and Migration Law on specific tasks under the Department, the incumbent will be assigned, but not limited to, the following main activities:

- Assist the development and customization of a new online ERP system, on grant, financial, vendor and asset management by acting as the primary contact for the ERP system development activities;
- Gather necessary information and give inputs to the ERP development company on behalf of the Institute;
- Ensure that the work of the ERP technical development company develops the system customized to the need and the activities of the Institute;
- Manage user adoption activities for grant, financial, vendor and asset management, in line with the newly introduced ERP system;
- Act as focal point for internal training on how to use the new ERP system;
- Update the existing Standard Operating Procedure on financial Management, procurement management and asset management;
- Manage the budget, banking, accounting using the new online ERP system;
- Perform other related duties, as assigned by the Director and specific supervision by the Secretary-General.

Sanremo, 22 March 2021