



WAVE JOB VACANCY

Position	Accounting & Administrative Assistant
Working hours	20 hours per week
Contract type	Limited until 31st December 2021 (with possibility of extension)
Salary	Gross Salary (14 salaries per year): between €1.259 - 1.324 per month According to level of professional experience and based on the Austrian Social Economy Collective Agreement Group 7/between Levels 1-3 (SWÖ-KV)
Basic Conditions	<ul style="list-style-type: none">• Applicants must have a valid working and residence permit for Austria• Professional work-experience in Accounting is essential (in either the private sector or the voluntary sector)
Application Deadline	Sunday 22nd August 2021

WAVE is looking for an experienced and committed Accounting & Administrative Assistant , to support us with the smooth running of our accounting and administrative processes.

1) This role will have the following main responsibilities:

- Supporting the WAVE Accountant in effectively carrying out her work.
- Contributing to the smooth running of the WAVE office administrative processes.

2) To be considered for this role you should have the following respective experiences and skills:

- A minimum of 2 years working experience in administration and/or accounting
- Experience with bookkeeping practices and accounting systems
- Sound knowledge of accounting terminology and very good mathematical skills
- Strong planning, organisational and administrative skills
- A degree in accounting, bookkeeping, or related field is an advantage

A complete job description for this position is attached to this announcement.

3) General Information

- **CV in Europass format** (in English) <https://europass.cedefop.europa.eu/documents/curriculum-vitae>. Please note that we are unable to accept any other form of CV and will disregard your application should it not contain a CV in Europass format.
- In the area of **work-experience on the CV**, applicants are asked to **list information** on:
 - Beginning and end dates of (paid and volunteer) work
 - Name and country of employer
 - Type of organisation (i.e. government institution, NGO, educational institution etc.)
 - Position held
 - Main tasks and responsibilities

- **Expression of interest (max. 2 A4 pages)**, outlining why believe to be the most suitable candidate for this position.

Please note:

- **Only if you should be invited and successful in an interview**, WAVE will request **two reference letters**. It is not necessary to submit these reference letters with your written application.
- This position is **only open to female applicants** for the following reason: Additionally, to its advocacy, lobbying and capacity building work, WAVE also supports a number of women directly affected by gender-based violence and complex trauma. This position requires some contact with such women and is therefore only open to female applicants.
- **IMPORTANT:** We are glad that many people are interested in WAVE's thematic work to end violence against women and girls, but **can only consider your application if you have working experience in accounting and are intending to work in this area in the long-run.**

4) Prospective Interview Date(s):

Wed 25th August, Thu 26th August and Fri 27th August 2021 (subject to adaptation) time-slots will be agreed with successful candidates.