



**UNITA GEIE recruits an
Administration responsible
European University «UNITA Universitas Montium»**

Context:

UNITA brings together 12 comprehensive Universities and one Legal Entity, with different sizes and trajectories gathering more than 250.000 students and 21.000 staff. We are situated in rural, mountain, and cross-border regions across three European regions, in ecosystems sharing similar challenges and impacted by core-periphery dynamics. Together with our more than fifty associated partners and the newly established legal entity as full partners we will constitute a unique and powerful ecosystem.

Building on the achievements of the first phase we will bring our cooperation to the next level, contributing to the educational, scientific and cultural progress of our regions, fostering their sustainable development, strengthening the local innovation ecosystems and supporting their transition to a knowledge-based economy, whilst promoting European integration within and beyond them.

We intend to transform the way we cooperate, educate, do research, innovate, and reach out to society.

Well within 10 years from now, our learners will be able to choose their personalized, multilingual and international study paths from a rich learning offer. Students, academic and administrative staff will benefit from seamless mobility opportunities across the alliance, including rural experiences. Our institutions will function as innovation incubators matching the ambitions of the European Innovation Agenda and the Skills Agenda.

More information about UNITA: <http://univ-unita.eu/>.

Placement: Torino, Italy

The person will be recruited by the UNITA EEIG (European Economic Interest Grouping) and will be located in Torino, Italy. The activities will be conducted within the scope of the UNITA European University.

Main tasks:

- Financial control and management;
- Cost control, budget management by cost centers and project budgets;
- Control and preparation of the budget in accordance with the General Manager and relevant bodies, preparation of the annual budget in cooperation with the external consulting firm;
- Credit management;
- Periodic preparation of economic and financial reports;
- UNITA project economic reporting;
- Supplier management and contracting;
- Control and management of contributions and taxes in collaboration with external consulting firm;
- VAT management and tax deadlines;





- Book-keeping in collaboration with an external consulting firm.

Qualification required:

The ideal candidate must:

- Have obtained a bachelor's degree in an economic-legal disciplines;
- Have had experience in a similar field for at least 2-3 years;
- Knowledge of Italian, at native speaker level; excellent command of written and spoken English. Knowledge of one other language among French, Spanish, Portuguese and Romanian is an asset;
- Have excellent knowledge of the office package and in particular Excel;
- Have previous experience in the field of Public and Private Administration;
- Have experience in the field of economic-financial management and reporting of European projects;
- Ability to organize and prioritize activities in compliance with deadlines;
- Accuracy, reliability.

Employment conditions:

Two-year fixed-term contract (Italian National Collective Labour agreement - CCNL Commercial 1st level), 25 hours per week to be carried out in presence and remotely, if necessary, based on agreement and specific needs.

Availability:

Immediately available

Recruitment process:

Send CV and Motivation letter to unita.geie@gmail.com by **March 31st 2025, 11.30 pm CET**

