



## OFFER OF EMPLOYMENT

### Accounting and Administrative Assistant

#### ABOUT IALA

The International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA) is a non-profit, international technical association, established in 1957. Its purpose is to ensure that seafarers are provided with effective and harmonised marine Aids to Navigation services worldwide to assist in safe navigation of shipping and protection of the environment.

Further information about IALA is available on the website [www.iala-aism.org](http://www.iala-aism.org).

#### ROLE and RESPONSIBILITIES

In order to support the development of IALA, the successful candidate will bring appropriate qualification and/experience in book-keeping and general administration support. The candidate will report directly to the Finance and Administration Manager.

The major area of responsibility for the position are detailed in the Job Description attached to this offer. This job description is not a definitive list of tasks. It may be necessary to step beyond the areas outlined to support other members of the Secretariat. Being an important Organisation with a relatively small Secretariat and with a challenging ambition, this is the right environment for someone who takes a flexible approach and who can adapt to arising issues while respecting local differences.

#### CONTRACT INFORMATION

- This is a newly established position, in the Secretariat of IALA, 10 rue des Gaudines based in Saint Germain en Laye.
- This is an offer for a full time position but a part-time position can also be envisaged.
- The successful candidate will be expected to take up the post as soon as possible.
- A permanent contract may be granted, at the end of a three-month probationary period.
- The employee shall work 37h per week (for full-time position), from Monday to Friday and will be entitled to a number of annual leave and public holidays in accordance with IALA employment policy.
- The contract is governed by the French law.

#### SALARY INFORMATION

- The starting gross annual salary for a full-time position is €35,000 per year and will be negotiated in accordance with the candidate's background and experience.
- As an employee of a French Association, salary is subject to French Income tax and social contributions (related to retirement, health care and other social & family benefits).



## SKILLS REQUIRED

- Have a degree or diploma in Accounting
- Fluency in Spanish
- A good understanding of and proficiency in the English language
- Accurate and timely bookkeeping
- Good secretarial and organisational skills
- Good analytical and problem solving skills
- Ability to work under minimal supervision
- High levels of integrity and trustworthiness
- Ability to maintain a high level of accuracy and confidentiality

## HOW TO APPLY

Applicants are invited to submit a letter of motivation and a detailed curriculum vitae to the IALA Secretariat, directly to [contact@iala-aism.org](mailto:contact@iala-aism.org) before 1<sup>st</sup> March 2018. IALA will be contacting shortlisted candidates only.

Date reviewed: 23 January 2018