



Protocol No. 167/2021/P -14.05.2021

Venice, May 14th 2021

CALL FOR APPLICATIONS

ACCOUNTING ASSISTANT

Application deadline: May 31st 2021

JOB DESCRIPTION

San Camillo IRCCS Srl Società Unipersonale seeks an Accounting Assistant for its Research Office in Venice, Italy. The successful candidate will work in a dynamic and young environment, contributing to clinical research, alongside a multidisciplinary team.

We are looking for an assistant who will support our daily accounting activities within the Research Administration Office.

The accounting assistant will support the management of funds financed by public and private entities, following the entire cycle of the ongoing scientific projects. Main tasks and responsibilities will include:

- planning and updating financial reports and budgets of funds obtained from public and private entities, in order to monitor the accounting flows of the Research funds, also, through our internal databases;
- processing and management of expenses requests for the acquisition of goods, services and equipment needed for scientific activities, through our software data-entering for the reconciliation of invoices;
- receiving and managing requests for issuing internal and external invoices;
- handling communications with our external national and international partners via phone, e-mail and in person.

Details regarding the terms, conditions and starting date of the assignment, as well as the salary, will be established in the individual contract depending on the candidate's qualifications and previous experience. The contract will be effective after the execution date.

GENERAL REQUIREMENTS FOR PARTICIPATION

In order to be eligible for the selection procedure, the candidate must meet the following requirements:

General Requirements:

- a) Italian citizenship, without prejudice to the equivalences established by current laws, *or* citizenship of one of the member states of the European Union, *or* belonging to a non-EU state in compliance with all the requirements for residence in Italy;
- b) Absence of conviction record and ongoing criminal proceedings;



- c) Passing a pre-employment medical assessment. San Camillo IRCCS's occupational health physician will provide medical check-up to ensure the psychological and physical suitability of the candidate for the role;
- d) Knowledge of Italian and English is required.

Specific Requirements:

- a) University Degree (preferably in related field with work experience);
- b) At least one year of proven experience in the administrative-accounting field;
- c) Familiarity with basic accounting principles and good math's skills;
- d) Proficiency with computers, accounting software and programmes (especially Excel);
- e) Excellent communication skills and fluency in Italian and in English;
- f) Time-management and team-work skills;
- g) Professional manner and strong ethical code;
- h) Ability to multitask and remain motivated and positive.

The aforementioned recruitment requirements must be possessed within and no later than the application deadline.

SELECTION PROCEDURE

The selection procedure will include shortlisting by evaluation of the participants' professional Curriculum Vitae followed by interviews of shortlisted applicants to identify the best candidate for the position.

APPLICATION PROCEDURE

In order to apply, candidates must fill the application form in Appendix 1 at the bottom of this document, scan it and send it by e-mail to selezioni@ospedalesancamillo.net. Appendix 1 must be sent with a copy of the Curriculum Vitae and a short presentation letter describing the applicant's research interest (max 10 lines), together with a photocopy of a valid identity document.

DEADLINE AND METHOD OF PRESENTATION

The full application must be addressed to Viviana Zanin, Head of the Research Office (Area Tecnostruttura della Ricerca - ATR) of San Camillo IRCCS S.r.l., and must be sent to selezioni@ospedalesancamillo.net by May 31st. The application form and all the documentation must be attached in a single pdf file. For further information, applicants can contact Eleonora Dalla Torre, tel. 041.2207150, e-mail selezioni@ospedalesancamillo.net, on Monday, Wednesday, Friday, from 10.00 to 12.00.

INTERVIEW

The interview might be held remotely via Skype and will be entirely held in English. The applicants admitted will be contacted by email, by June the 7th. The date of the interview will be communicated to the participants at least one week earlier. On the interview date candidates must show a valid identification document. Not attending the interview will be considered a renunciation.



OUTCOME OF THE INTERVIEW

The evaluation of the Curriculum Vitae together with the interview will lead the Commission to the identification, whenever possible, of the most suitable candidate for the role. The final decision of the Commission will be justified so as to ensure the total transparency of the selection procedure. However, the outcomes will be personally communicated only to the candidates who have participated in the interview and not to all applicants. The call for the interviews and the final ranking will be published on the company website at the following page: <https://hsancamillo.it/selezioni-in-corso/>. Notices related to English applications will be written in English.

The employment relationship will be considered officially completed only after the positive outcome of the pre-employment medical assessment and the delivery of all the documentation necessary to certify the possession of requirements.

TREATMENT OF PERSONAL DATA

Pursuant to art. 13 of D.L.vo 30.06.2003, n. 196 and of the GDPR (EU Regulation 2016/679), the personal data provided by the candidates will be collected at the Personnel Office of San Camillo IRCCS Srl Società Unipersonale, Via Alberoni n. 70, 30126 Venice, with the purposes of managing the selection, and will be processed in an automated database even after the possible establishment of the employment relationship for the purposes related to the management of this relationship.

The processing and use of data include all forms of communication and publication related to the same procedures. Such data may be subjected to access by those who have a concrete interest pursuant to art. 22 of Law 241/90 and subsequent amendments and additions as well as for the subsequent obligations required by current legislation, including Legislative Decree 33/13. The indication of the required data is mandatory for the purposes of assessing the participation requirements, under penalty of exclusion from the procedure. Pursuant to art. 15 and following of the GDPR 2016/679, candidates have the right to access data concerning them and to request the updating, rectification, integration, deletion of irrelevant data or data collected in a manner that does not comply with the rules. The interested party may also oppose the processing for legitimate reasons. The data controller is San Camillo IRCCS Srl Società Unipersonale, the Data Protection Officer is Dr. Camparini (dpo@ospedalesancamillo.net)

The provision of such data is essential for carrying out the selection procedures.

The submission of the application form by the candidate authorizes the Administration to process their personal data according to Italian and European legislations.

San Camillo IRCCS S.r.l. Società Unipersonale reserves the full right to extend, suspend, modify or revoke this notice.

For further information, applicants can contact Dr Eleonora Dalla Torre, tel. 041.2207150, e-mail selezioni@ospedalesancamillo.net, available on Monday, Wednesday, Friday, from 10.00 to 12.00.

The Chief Executive Officer
Mario Bassano



Scientific Direction
San Camillo IRCCS S.r.l.
Società Unipersonale
Via Alberoni, 70
30126 Lido di Venezia (Ve)

The undersigned _____

IS APPLYING

to be admitted to the selections for _____ protocol no. ____ published
the _____.

To that end, the candidate, under their own responsibility and pursuant to Decree of President of Italian Republic no 445/2000, declares:

- a) To be born in _____, on _____, Citizenship _____, home address _____, no. __, Zip Code _____, Country _____; Tel. _____, e-mail address _____;
- b) To hold an Italian or European passport or to belong to a non-EU state in compliance with all the requirements for residence in Italy / (specify which option) _____;
- c) To do not have any conviction record and/or ongoing criminal proceedings;
- d) To be in possess of the following qualifications and/or diplomas:

- e) to hold a professional membership (specify) _____ from _____
- f) to agree with the conditions and indications illustrated in this document and to authorise the treatment of personal data in accordance with the Legislative Decree of June 30th, 2003, no. 196 “Codice in materia di protezione dei dati personali” (Italian Code concerning the personal data) and with the General Data Protection Regulation, EU 2016/679.

Attached documents:

- List of documents and qualifications, dated and signed
- Pdf containing presentation letter, application form, certificates of qualifications, Curriculum Vitae dated and signed, and copy of a document of identification.

Date: _____

Signature: _____