



The Museion Foundation – Museum of Modern and Contemporary Art, based in Bolzano, is looking to strengthen its team by recruiting a

Junior Accountant (100%)

Do you enjoy working with numbers, want to understand how accounting works in practice, and are you looking for a job where you can learn, grow, and take on responsibility?

Then this is the right opportunity for you!

Your responsibilities:

- Assisting with day-to-day financial accounting (accounts receivable and accounts payable)
- Supporting the review and posting of incoming and outgoing invoices
- Assisting with routine accounting activities in daily operations
- Supporting statutory filings (e.g. VAT) and internal reporting
- Gradually gaining familiarity with processes in a public-sector and cultural environment

Your profile:

- Completed commercial training, upper secondary school in economics, or a comparable qualification
- Initial practical experience (e.g. an internship) is an advantage, but not required
- Interest in accounting, numbers, and economic relationships
- Basic knowledge of MS Office (in particular Excel)
- Knowledge of the accounting software RADIX is an advantage
- Good knowledge of German and Italian; basic knowledge of English
- Careful working style, willingness to learn, and team spirit

We offer:

- A cooperative, dynamic, and international working environment
- 14 monthly salary payments per year (CCNL Terziario Confcommercio)
- One-year fixed-term contract with a clear prospect of permanent employment
- Flexible working hours
- Remote working options
- Meal vouchers
- Professional development opportunities and language courses
- Free access to all South Tyrolean provincial museums

We look forward to receiving your application! Please send us your CV together with a cover letter by 21 February 2025 to: job@museion.it.