

## Notice of application for the Course for Financial Officer of International Cooperation

The *Scuola di Cooperazione Internazionale* (School of International Cooperation), in collaboration with COOPI - Cooperazione Internazionale is launching a professional training course for "Financial officer of international cooperation".

This key figure is highly sought after by humanitarian and nongovernmental organizations for the financial management of projects in emergency and development contexts.

The technical-practical and highly professionalizing approach given to this course also represents its greatest strength: the faculty entirely consists of cooperators and specialists with sound experience in the humanitarian field, in different contexts around the world.

### Course objective

At the end of the course, participants will be able to:

- 1 understand the role and main responsibilities of the Financial Officer** in international cooperation projects, supporting the administrative, accounting and financial management of the project in compliance with organisational procedures and donor rules;
- 2 understand and use the main economic, financial and accounting tools of the project**, including budgets, accounting systems, contracts, expense documentation, financial reports and forecasting tools, contributing to the correct reporting of resources;
- 3 understand administrative control and compliance processes**, including procurement procedures, fraud prevention, administrative and financial auditing, and security aspects, working under the supervision of senior project figures.

### Syllabus

- **Role and responsibilities of the Financial Officer:** skills and responsibilities in the administrative and financial management of projects.
- **Accounting and accounting systems:** overview of general accounting and double-entry bookkeeping, chart of accounts, accounting records, cash/bank/project reconciliations, co-financing and shared costs management, use of software tools.
- **Project contract and budget:** contract structure, management rules, types of costs, sustainability strategies, donor budget formats.
- **Partners and operating procedures:** types of partners and partnerships, co-financing, purchasing procedures and purchasing plan.
- **Logistics and operational tools:** stock management, inventory, vehicle fleet, management tools.
- **Accounting management and forecasting tools:** use of IT tools for the management, control and accounting and financial reporting of projects, integrating data analysis, co-financing and shared expenses, and supporting the use of forecasting tools for expenditure planning.
- **Economic-financial management and compliance:** economic and financial management of the project, documentation supporting expenditure, administrative and financial audits, prevention of illegal activities.

- **Human resources and security:** selection and management of project personnel, security management.

The course will be delivered synchronously online, entirely in Italian, with some materials in English and French.

## COURSE DURATION

The total duration of the training course will be approximately:

- 140 hours in synchronous online mode, plus the hours of individual and group study and practice.
- Assessment test at the end of each module
- Final exam: 30-minute individual online interview

In order to qualify for the final exam, synchronous course attendance is mandatory (minimum 80%).

## Course location and times

The training course will take place online, from March 30th to June 12th 2026, with an estimated commitment of about 6 hours per day (4 synchronous and 2 asynchronous) from Monday to Friday.

COOPI reserves the right to postpone the start of the course by a few days.

## Costs of participation

The registration cost for the course is 976 euros.

The course is co-financed for the remainder by COOPI - Cooperazione Internazionale.

There is no reimbursement of expenses during the training.

## WHO CAN APPLY

### Admission prerequisites

Applicants should:

- be at least 23 years old;
- high school diploma in subjects related to the course;
- be fluent written and oral knowledge of French and/or English;
- be free from other coursework or training that would conflict with the course schedule;
- demonstrate strong motivation for working in development or emergency situations, and be inclined to work in developing countries with long stays abroad;
- be inclined to work in multicultural teams;
- have good ability to cope with potential stress generated by the activities and the work environment;
- be flexible, adaptable, dynamic;
- have organizational, planning and problem-solving skills and excellent interpersonal and communication skills.

### The following are preferential entry qualifications

- knowledge of accounting (double-entry bookkeeping) also developed in contexts different from the cooperation field;
- knowledge of major computer packages and/or double-entry accounting software;
- previous experience in project reporting from public funders;

- experience (including volunteer and/or international civil service) of a total duration of at least one semester in developing countries in the field of humanitarian aid.

## Selection process

The School of International Cooperation intends to constitute a group of up to 12 course participants. The selection process will be conducted online through the following steps:

- Resume review;
- Online individual interview;
- Skills questionnaire;
- Definition of admission ranking;
- Communication of the outcome and confirmation of enrollment.

*Participation in the selection process does not result in automatic admission to the training course.*

## How to send your application

To apply, send:

- curriculum vitae (max 1 page);
- motivation letter, explaining your interest for this course and your reasons for working in the international cooperation world as a "financial officer" (in English or French).

**Deadline: March 9<sup>th</sup> 2026**

**The link for sending applications is as follows:** <https://curriculum.educoopint.org/>

**For more information write to:** [corsi@educoopint.org](mailto:corsi@educoopint.org)

