



ITALIAN TRADE AGENCY

Seoul Office

JOB ANNOUNCEMENT

ACCOUNTANT ITALIAN TRADE AGENCY – SEOUL OFFICE

Italian Trade Agency

The Italian Trade Agency ("ITA") is a governmental entity with diplomatic status which promotes the internationalization of the Italian companies, in line with the strategies of the Ministry of Foreign Affairs of Italy. ITA provides information, support and advice to Italian and foreign companies.

In addition to its Headquarters in Rome, ITA operates worldwide through a large network of Trade Agencies Offices linked to Italian embassies and consulates, working closely with local authorities and businesses. ITA provides a wide range of services overseas helping Italian and foreign businesses to connect with each other, as well as attracting Foreign Direct Investments to Italy.

Job description

The Italian Trade Agency – Seoul Office (ITA Seoul) is currently seeking a Accountant for the management of all internal administration and accounting procedures and related tasks and duties as described here below.

The ideal candidate should be an accurate resourceful individual with both analytical skills, teamwork and problem solving attitude, inspired to contribute to create an overall comfortable administration context which will facilitate pleasant relations with other employees and will be crucial for achieving performance targets to everyone's benefit.

Duties and tasks

- Monthly and annual accounting and financial statements and reporting
- Office budgeting and economic planning cycle
- Monitoring of budgets assigned to promotion projects
- Operational management of Office's bank accounts under the direction and authorization of Office Director
- Management and maintenance of the Register of Suppliers
- Support to the Trade Commissioner for general office organization
- Support to the Trade Commissioner for Human Resources (HR) management

- Supervision of administrative procedures and related documents for procurement of goods and services complying with ITA's regulations and procedures
- Supervision and validation of administrative documents requiring the Office Director's signature
- Data entry, updating, and monitoring of administrative and accounting dedicated software and online platforms
- General management of office archives in collaboration with Office Secretary
- Responsible for Quality Management System (QMS)
- Liaison with local authorities regarding status, legal, fiscal, and other matters related to office and HR management

Work location/Hour

Italian Trade Agency, Seoul Office
15Fl. Cheonggye Hankook Building,
11, Cheonggyecheon-ro, Jongro-gu, Seoul, 03187 Korea

Monday – Friday: 09:30 – 18:00 (12:30-13:30 lunch time break)

Requirements

1. Mandatory requirements

- Bachelor's Degree
- South Korean citizenship or permanent working permit from at least 10 years
- Proficiency in Korean language, written and spoken
- Proficiency either in Italian or English language, written and spoken
- 3 years or more of professional experience in accounting or administration

Should the candidate lack even only 1 of the above-mentioned requirements he/she will not be admitted to the selection procedure.

2. Preferential requirements

Moreover, **preference** will be given to candidates with the following additional skills and qualifications:

- Bachelor's Degree in Finance, Business, Economics
- Proficiency in both Italian and English languages, written and spoken
- 1 year or more of experience in a government agency or foreign embassy

3. General requirements

Candidates shall also have following skills:

- Solid administration skills
- Good team work attitude

Term

The position is for a open-ended work contract.

This announcement does not represent in any mean an obligation for ITA to stipulate any contract.

Salary and compensation

The **yearly salary** will be **42,000,000.00 KRW (taxes included)** paid on a monthly basis dividing total amount by 12 (twelve).

ITA will also pay all social insurance mandatory contributions requested by Korean laws directly to the competent authorities on behalf of the employee.

Application Process

1. Fill out the online application form: [CLICK HERE](#)

2. Documents submission:

Interested candidates shall submit the following requested documents as **attachments to online application form**:

1. CV in English language
2. Copy of bachelor's degree certificate
3. Copy of ID card or permanent working permit (for non-Korean citizens)
4. Relevant documents proving the possession of mandatory requirements
5. Documents proving the possession of preferential requirements (if any).

Deadline for submitting candidatures: February 23th, 2026 at 11:30pm

Selection procedure

ITA will appoint, after the candidature submission deadline, a **Selection Commission** composed by **3 members assisted by a secretary**. The Selection Commission members will be appointed among ITA's officers and local personnel as well as from Embassy of Italy officers with relevant skills on administration and accounting disciplines.

The Selection Commission will acknowledge receipt of all applications, but only **candidates who meet the above-listed requirements will be invited by February 27th, 2026 for the selection procedure, which will be held at High Street Italia 69 Garosu-gil, Gangnam-gu, Seoul (06028).**

Please note that the selection procedure includes the passing of the following examination steps:

1. Written Test

The written test aims to ascertain relevant knowledge of accounting and administration disciplines and assess the candidate strength of reasoning.

The written test will be a short essay submitted either in English/Italian and Korean languages, without the use of dictionaries, to the candidates on the following subjects: ***administration and accounting based on a project management approach.***

The test will take place at Italian Trade Agency-Seoul Office premises on **Friday, March 6th, 2026** at 10:00AM (final exact time will be confirmed afterwards to candidates).

The candidates may score **up to 50 points**.

However, candidates must score **at least 35 points to be admitted** to the next step of the selection procedure.

2. Languages test, Practical test and Interview

The admitted candidates will have to submit to an **oral translation in both Korean and English/Italian languages**, without the use of dictionaries, to ascertain their languages' skills.

The candidates may score **up to 10 points**.

The **practical test** is aimed to ascertain IT skills and it will be submitted **in English**.
The candidates may score **up to 5 points**.

The **interview**, conducted either in Korean and English, will focus on skills, qualifications, motivation and strength of reasoning. The candidates may score **up to 20 points**.

The practical test and interview will take place on the same day at Italian Trade Agency-Seoul Office premises.

The estimated period for the second round of tests and oral interview should be between March 16th-19th, 2026 depending on the number of admitted candidates.

A further notification will be sent to all admitted candidates immediately after the conclusion of the written test and the publication of the temporary score ranking.

3. Evaluation of preferential requirements

For those candidates with preferential requirements as mentioned above, additional score will be given on the interview according to the following methodology:

- **Bachelor's Degree in Finance, Business, Economics > 6 points**
- **Proficiency in Italian or English (as a second preferential language) > an additional written test will be submitted immediately after the interview, without use of dictionary; score may be up to 6 points**
- **1 year or more of experience in a government agency or foreign embassy > up to 3 points**
- Solid administration skills > to be verified by the Selection Commission based on CV analysis and on the interview
- Good team work attitude > to be verified by the Selection Commission based on CV analysis and on the interview

4. Final ranking

After testing, each candidate will be ranked on a **100 points scale**.

Only candidates who scored at least 70 (out of 100 points) will become eligible and shortlisted.

The job position will be offered to the eligible candidate with the highest score.

The **shortlist of eligible candidates** will be published on the ITA's website and it will be valid **up to 6 months from the publishing day.**

Seoul, February 11th 2026

IMPORTANT NOTICE!

This selection does not generate any obligation and/or expectation or reliance on the part of eligible candidates and it could also be suspended and/or cancelled at any moment and for any reason or no reason by ITA at its sole discretion.

Candidates will be requested to acknowledge it, giving up any future claims, through the application form. All the information given in this announcement do not constitute in any way a legal commitment by ITA towards applying candidates or third parties.