

Post: Finance Officer, Full time

Start Date: ASAP

Introduction

Established in 2018, 4EU+ is a European University Alliance with the objective of developing long-term structural and strategic cooperation among the 4EU+ universities in education, research and innovation and engagement with society. The 4EU+ Alliance is currently constituted by seven 4EU+ universities, namely: Charles University (CU), Czech Republic; Sorbonne University (SU), France; University of Copenhagen (UCPH), Denmark; Heidelberg University (UHD), Germany; University of Geneva (UNIGE), Geneva; University of Milan (UNIMI), Italy; and the University of Warsaw (UW), Poland.

4EU+ was one of the first 17 alliances selected under the European University Initiative, funded by the Erasmus+ programme. The project was implemented in the period from 2019-2022. In 2022, 4EU+ was successfully awarded a second project which will actively contribute to the development of a new comprehensive framework for enhancing European cooperation and, ultimately, integration in Higher Education.

Position Summary

The position of the Finance Officer (FO) will be based at the 4EU+ General Secretariat (GS), located in Heidelberg (Germany). However, the position can be recruited remotely if a suitable profile is found in one of the following cities where offices of 4EU+ Alliance partners are located: Prague (Charles University), Paris (Sorbonne University), Milan (University of Milan) or Warsaw the (University of Warsaw). The staff at these partner universities will offer support in the process of onboarding and coordination with the GS if a suitable profile is recruited there. In addition, the city of Brussels, Belgium, is a further possible location that can be considered for remote recruitment.

The FO will work under the responsibility of the Project Manager at the GS. The FO is expected to coordinate all financial and administrative matters related to the new Erasmus+ project, including the follow up of the financial performance of the project and reporting status progress according to the standardised formats and timelines as stated in the new Erasmus+ project Grant Agreement (GA) documents. The FO is expected to maintain active communication with the Alliance members and provide advice and technical support in areas of expertise when needed. The FO is also expected to work closely with the Project Manager at the GS ensuring active communication with the counterparts at the European Commission (EC) and timely responding to requests and questions. In addition, the FO is expected to be involved in the coordination of fundraising activities including advising the Alliance members on projects, financial schemes and models, participation in online and on-site meetings and any relevant tasks where finance management competences are required.

Duties and Responsibilities

Financial Coordination of the New Erasmus+ Project at the Level of 4EU+

- Prepare and control/ coordinate the project budget according to 4EU+ internal regulations and the project's Grant Agreement

- Combine and produce financial reports to specific deadlines
- Ensure compliance to legal obligations such as tax compliance
- Liaise with the counterparts at the donor agency and ensure that financial accounting, monitoring and reporting are in compliance with the provisions stated in the Grant Agreement
- Assist in the preparation of information for audit files and information required for auditing accounts
- Prepare budget documents and presentations for 4EU+ internal and external purposes

Financial Coordination of the New Erasmus+ Project at the Level of Alliance Members

- Coordinate financial activities with the financial departments at the partner Universities and provide technical support and help when needed
- Coordinate Alliance members reporting, including meeting internal and external reporting deadlines, identifying reporting components, compiling required documents, ensuring report completeness and facilitating final submission to the EACEA.

Administrative Support

- Participate in meetings and events at the level of 4EU+ and the level of the project
- Support the team in organisation, scheduling and communication about project related meetings and events
- Support the team in agenda development, minutes and records keeping

In close collaboration with the Project Officer of the General Secretariat located in Heidelberg, the FO is expected to provide support in proposal writing. In particular through:

- Support staff planning, efforts calculation and budgets for grants according to the terms of reference;
- Contribute to the development, implementation and continuous improvement of 4EU+ fundraising strategy, including European, national, regional and other funding sources;

Education

- Advanced degree (Master of equivalent) in finance, business administration or other relevant field of study

Experience

- Minimum 4 years of progressive experience in an equivalent position; having experience in a regional, national or international context is a plus
- Strong experience in finance and administration matters, including preparing budgets, monitoring, and reporting
- Advanced use of Excel, Winbooks (or equivalent accounting system)
- Acquaintance with funding and reporting schemes of the European Commission; experience with finance management of lump sum funding is a plus
- Solid analytical and communication skills
- Proficiency in the use of modern communication tools and common office software, such as Microsoft Teams.

- Ability to work autonomously and in a team

Language

- Excellent knowledge of English (written and spoken), any other European language is an advantage

Application document and process

This is a full-time position to start as soon as possible. The salary will be commensurate with experience and is accustomed to industry standards.

We look forward to receiving your application. Please send your complete application, including CV, cover letter ***indicating your earliest availability date*** and contact information to at least two references in English in a single PDF file by e-mail to secretariat@4euplus.eu by December 31, 2022. We ask for understanding that application documents received will not be returned.

4EU+ stands for equal opportunities and diversity. Severely disabled persons will be given priority in the event of equal suitability.