

VACANCY NOTE

Job title: Finance Officer – full time

Job Location: The Central Executive Management Office of BBMRI-ERIC in Graz, Austria

Job Purpose: The **Finance Officer** is responsible for supporting all day-to-day financial and administrative operations of BBMRI-ERIC.

Who we are:

The pan-European Biobanking and Biomolecular resources Research Infrastructure is a distributed bio-medical and life science infrastructure for sustainable storage and dissemination of biobanked samples and associated data in Europe. On 22 November 2013, BBMRI was officially awarded the Community legal framework for a European Research Infrastructure Consortium (ERIC). This specific legal form is designed to facilitate the joint establishment and operation of research infrastructures of European interest. BBMRI-ERIC will provide access to the collections of partner biobanks and biomolecular resources, their expertise and services on a non-economic basis.

*BBMRI-ERIC is an **inclusive, equal-opportunity employer** offering attractive conditions and benefits appropriate to an international research organization. Further information on the aims, mission, governance, statutes of BBMRI-ERIC can be found at www.bbmri-eric.eu.*

Key Responsibilities:

The Finance Officer is responsible for providing financial and administrative support to colleagues and stakeholders and supporting all the day-to-day office operations. The main responsibilities include:

- Keeping accurate records of all incoming and outgoing invoices
- Preparing status reports for different stakeholders
- Preparing financial reports for EU research projects
- Developing and implementing financial procedures
- Assisting in preparation of budgets
- Assisting in the yearly audit processes

Requirements:

- Previous experience in a financial role
- Solid understanding of financial processes, accounts payables and receivables
- Minimum a Bachelor level academic degree in business administration, accounting or equivalent
- Good interpersonal skills
- Results oriented
- Excellent communication skills, orally and written

- The ability to liaise with colleagues and stakeholders on many levels in a distributed, international, interdisciplinary environment
- Mastery of Excel
- Professional fluency in English and a solid knowledge of German

Desired skills:

- experience in project management
- experience with different accounting tools (i.e. BMD, etc)

Employment Terms and Conditions

The Finance Officer will be directly employed by BBMRI-ERIC in its Central Executive Management Office in Graz, Austria. The employment follows the Austrian employment law. BBMRI-ERIC offers fringe benefits like complementary health insurance, and a private pension scheme, relocation and travel support for people moving to Graz.

Salary

According to European/international standards for similar role and responsibilities and requirements of this function (35,000.00 € as minimum annual gross salary; final salary dependent on terms of qualification and experience).

Application Procedure

For applications to be valid, candidates must submit:

- A Curriculum Vitae [CV] with photo
- A letter of motivation
- Supporting documents (for example, certified copies of degrees, references etc.)

Please send the required documents via e-mail to the following address:

Carmen Cristea, carmen.cristea@bbmri-eric.eu

Deadline for applications is the 10th December, 2018; anticipated start of work is the 15th of January 2019.