

Application deadline: 15 January 2020

Financial Officer (m/f)

ABOUT EIT URBAN MOBILITY:

The website of EIT Urban Mobility is <https://www.eiturbanmobility.eu>

EIT Urban Mobility, supported by the European Institute of Innovation and Technology (EIT), acts to accelerate positive change on mobility to make urban spaces more liveable.

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (EIT). Since January 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more liveable places. We aim to become the largest European initiative transforming urban mobility. Co-funding of up to € 400 million (2020-2026) from the EIT, a body of the European Union, will help make this happen.



*We create systemic solutions that will **move more people around the city more efficiently and free up public space.***



*We bring **all key players in urban mobility together** to avoid fragmentation and achieve more.*



*We **engage cities and citizens** from the word go, giving them the opportunity to become true agents of change.*

In order to support the vision of creating more liveable urban spaces, EIT Urban Mobility is opening a call for applications for the role of **Financial Officer** responsible for supporting the operational financial management of the organization and for supporting partners and the portfolio management team in the financial implementation, monitoring and reporting of a portfolio of activities financed by the EIT. Selected candidates will constitute a pool of candidates able to fill the role during the year 2020.

MAIN DUTIES AND RESPONSIBILITIES:

Reporting to the Chief Operations Officer (COO) and the Head of Finance, the **Financial Officer** is responsible for the operational financial management of the organization and for supporting partners and the portfolio management team in the financial implementation, monitoring and reporting of a portfolio of activities financed by the EIT.

This includes:

- The definition and implementation of financial and legal processes for the management of the EIT Grant Management Cycle, including the support to Partner organizations and the reporting to the EIT
- Prepare the contract/grant agreement/amendment with the selected beneficiaries and initiate/verify corresponding budgetary and legal commitments; carry out the analysis of financial guarantees, if applicable.
- Initiate/verify payments and recovery orders, verify the regularity of all financial transactions (commitments, amendments, payments and recovery orders) ensuring compliance with regulations and rules and established policies and procedures if applicable.
- Prepare de-commitments (ensure timely closure of activities, contracts and commitments).
- Control of compliance with the legal framework, processes and procedures of the EIT Grant management cycle
- Supporting the operational financial, legal and administrative controlling of EIT Urban Mobility and its Legal Entities
- Participate in the preparation of the budgetary implementation and the financing decision / annual Business Plan, as well as in the planning, preparing, follow-up and reporting on the annual and multi-annual budget, provide support to budget management in respect of financial regulations upon request and if applicable.
- The development, execution support and monitoring of the financial sustainability strategy.
- Financial data analysis that support portfolio management and communication, both internally and to stakeholders. Liaise with relevant internal and external

stakeholders when necessary; maintain confidentiality of the files and ensure policies and procedures are adhered to at all times.

- Ensure seamless procedures between the Operations functions and other functions e.g. accounting, portfolio management, communications. Ensure financial transactions and files are properly recorded, entered into IT systems and duly filed.
- Support compiling the annual amendment and annual financial report of EIT Urban Mobility.

In particular, the **Financial Officer** will be responsible for the below tasks:

Coordinate the EIT Grant Management cycle

- Drive the effective and efficient delivery of Business Planning financials and contracts Support to Partners in financial monitoring and reporting
- Link closely and align Cost Reporting with EIT Grant requirements and KPIs
- Act as EIT point-of-contact on funding, financial and legal related aspects of EIT Grant Management Cycle for partners and internally for programme management team.

Manage financial operational activities, forecasting and reporting of EIT Urban Mobility and its Legal Entities

- Contribute to the global financial controls, processes and reporting of EIT Urban Mobility's activities at both the strategic and operational level, including monitoring and reporting on the financial KPIs
- Legal and regulatory compliance for all financial and grant cycle aspects (incl. procurement, sub-granting)
- Contribute and support to establish and manage overall EIT Urban Mobility accounting operations infrastructure
- Support activities and functions by the provision of robust, timely financial information and/or services
- Contribute to coordinate and manage third party accounting, tax and payroll services
- Responsible for EIT Urban Mobility audit processes (EIT-CFS, financial)

KEY SKILLS AND EXPERIENCE:

Qualifications

- Must have at least one (1) year of experience in H2020 grant management or at least sound understanding of relevant EU funding rules and guidelines. This includes:

- Legal and operational experience in H2020 grant management cycle
- Experience in developing and implementing a financial framework in H2020 context
- Ability to meet or exceed KIC's Financial KPIs

- Proven experience as financial officer in large industries or large institutions with financial end-responsibility is a plus

- At least Master's degree in accounting or business administration. An MBA in economics or finance is a plus

- Strategic mindset combined with hands-on and entrepreneurial approach, able to drive change and performance

- Strong international experience, especially in working with European matrix organizations is a plus

- Fluent in budgeting, forecasting and planning

- Strong presentation and public appearance skills in English (verbal, written) and ability to convey simple and effective value propositions and messages

- Excellent communication skills, both verbally and in writing, in English and Spanish.

Character Requirements

- **Independent** and **results-oriented**, able to grasp organization goals and strategies, and deliver technical solutions.

- Committed to operational excellence by implementing tools or processes that maintain quality service by **establishing and enforcing organization standards**.

- Driven and passionate in **fast-paced organization** and capable of driving change-management in a structured and process-driven fashion.

- A **team player**, capable of engaging with employees from different backgrounds and cultures

ELIGIBILITY:

General Conditions

By the closing date of this call candidates must:

- be a national of an EU Member State or an EFTA state¹;
- enjoy their full rights as citizens²;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved.

Education

Candidates are required to have:

- a level of education which corresponds to completed university studies of accounting or business administration or three years of equivalent professional experience.
- candidates must have acquired at least two (2) years of relevant professional experience in a position with similar duties i.e. in the field of grants, procurement, contract management, accounting³;
- English at least C1.

Only qualifications issued by an EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

JOB AND CONTRACT TYPE:

Full-time and of unlimited duration

LOCATION:

- Employee will be based in Barcelona (Spain).
- Minor travel is expected (5-8 times per year).

¹ EFTA countries are Norway, Iceland and Liechtenstein as defined by as defined in Article 2 of the EEA agreement.

² Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.

APPLICATION PROCESS:

EIT Urban Mobility is an equal opportunity employer and values diversity. To build a strong digital Europe that works for everyone it is vital that we have diverse range of skills, knowledge and experience in the sector. Therefore, we welcome applications from anyone who meets the below criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

With this call, EIT Urban Mobility is looking to establish a pool of candidates for the role described above.

To apply for this position, please send a full application form consisting of a letter of motivation and a current curriculum vitae to recruitment@eiturbanmobility.eu

Deadline for Applications: 15 January 2020

Reserve list

An estimated pool of ten candidates will be constituted and, with the candidate's approval, can be called upon during the year 2020.

The reserve list will be valid until 31 December 2020. The validity of the reserve list may be extended by decision of the CEO of the EIT Urban Mobility.

Candidates should note that their inclusion on the reserve list does not imply any entitlement to employment in the EIT Urban Mobility.

Data Protection Disclaimer

Your personal data will be handled with utmost care. Please note that your details will be shared with external parties supporting in the selection and review process. However, data will not be shared beyond these parties. Should you have any questions about Data Protection, please email office@eiturbanmobility.eu.