

Application deadline: 2 July 2020




# Administration Financial Officer

## 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.

	<i>We create systemic solutions that will <b>move more people around the city more efficiently and free up public space.</b></i>
	<i>We bring all <b>key players in urban mobility together</b> to avoid fragmentation and achieve more.</i>
	<i>We engage <b>cities and citizens from the word go</b>, giving them the opportunity to become true agents of change.</i>

In order to support the vision of creating more liveable urban spaces, EIT Urban Mobility is opening a call for applications for Administration Financial Officer to be located in the EIT Urban Mobility Hub in Barcelona.

## MAIN DUTIES AND RESPONSIBILITIES

We are looking for a Controller, who will support the Head of Finance in the Financial Planning and Analysis of our organization as well as in the relevant administrative tasks of the Headquarters.

Main tasks will be :

**Budgeting/Planning:**

Job reference: HR038-2020



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a body of the European Union

- Prepare and coordinate the budget process in close collaboration with the members of the Management team.
- Preparation and analysis of forecasts.

**Reporting:**

- Ensure the quality and precision of the analytical information and accounting data within your scope.
- Work closely with the different directors to analyze their data, understand their performance and challenge their perspectives as well as to support in assessing and managing the performance of their area.
- Demonstrate ability to analyze and understand business models and organizations to understand their financial support needs.

**Administration:**

- Carry out accounting closing operations on the General Expenses perimeter (e.g. review of invoicing and expenditure commitments, provisioning in collaboration with the tax advisor).
- Contribute to the implementation and administration of management tools (e.g. the implementation of the ERP, the management control tools, load and monitor consolidation data).
- Animate the community of budget correspondents (e.g. training in management tools, the Procurement/ Commitment process, the budgetary process).

## KEY SKILLS AND EXPERIENCE

### Skills Requirements

- Strong business acumen and understanding of Finance.
- Able to drive transparency and simplicity in complex administrative and business process.
- A team player who understands the importance of the team work in an international, challenging and ambitious environment.
- Independent and trustworthy.
- Organized, proactive, hands-on and analytical.
- Expert user of software tools such as Office tool suite, especially Excel, Power BI, Power Point.
- Outstanding communication skills, verbally and in writing.
- Excellent command of English. Additional European languages is a plus.
- Knowledge of financial rules of Horizon 2020 and of European Institute of Innovation and Technology (EIT) is a strong plus.
- Experience of international business at the intersection between public and private sector is also a plus.

## ELIGIBILITY

### General Conditions

By the closing date of this call candidates must:

- be a national of an EU Member State or an EFTA state<sup>1</sup>;
- enjoy their full rights as citizens<sup>2</sup>;
- have fulfilled any obligations imposed by national laws concerning military service; and,
- meet the character requirements for the duties involved.

### Education

- Bachelor's degree in Business administration field

### Experience

- Relevant practical experience of at least 5 years. A master degree will be a plus.

## JOB AND CONTRACT TYPE

Full-time and of unlimited duration, trial period according to relevant legislation.

## LOCATION

- Employee will be based in Barcelona (Spain).
- Occasional travels in Europe is expected.
- No relocation expenses are assigned to these functions.

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

<sup>2</sup> 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 above criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

To apply for this position, please download the [application template](#) from EIT Urban Mobility website. Complete the four elements of the application:

- 1) Personal **Contact Details**.
- 2) An **eligibility** checklist;
- 3) A **Cover Letter** demonstrating how you [match key skills](#) defined in the expertise areas (Innovation, Transport, Energy-Environment and Socioeconomic) – examples should be given.
- 4) A **curriculum vitae**.

Follow the naming process detailed below:

- Format:** Save your completed application form in **one single file** in either PDF or Word format.
- File name:** Name the file according to the model “*EIT\_AdministrationFinancialOfficer \_last name\_first name*”. For example, Joanna Smith would name the file, *EIT\_AdministrationFinancialOfficer\_Smith\_Joanna*.
- Email title:** The subject field should read “Administration Financial Officer 038-2020”.
- Send to:** Send your completed application to: [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

## Deadline for Applications: 2 July 2020

### Reserve list

An estimated pool of ten candidates will be constituted. The reserve list will be valid for 12 months. With the candidate's approval, candidates included in the reserve list can be called upon the period of validity of the list.

The validity of the reserve list may be extended by 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 by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries, as responsible. The aim of collecting this data is for the recruitment of the offered positions. We will process your personal data following your consent made by applying to such job offer.

This will allow us:

- to enable you to submit your CV to apply for specific jobs;
- to match your details with the job vacancies and to eventually contact you;
- to retain your details and notify you about future job opportunities similar to the specific role for which you have contacted us;
- to answer your enquiries.

Please note that your details may be shared with external parties supporting in the selection and review process. However, data will not be shared beyond these parties. We will keep your personal data only for as long as necessary.

Should you have any questions about Data Protection or you want to exercise your rights (access, correction, erasure, object or restrict processing, data portability, and any other relevant right), please email [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

