

Application deadline: 22 March 2023

# Internal Auditor/Financial Officer

## BACKGROUND

EIT Urban Mobility, an initiative by the European Institute of Innovation and Technology (EIT), acts to accelerate change on making urban spaces more liveable. Since 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.

	<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>

## ABOUT THE JOB

We are looking for an Internal auditor, who will support the Head of finance in Business Financial Reviews for the Community of EIT Urban Mobility and management of the CFS audit program.

The Internal Auditor is part of the Finance Team. He/she will report directly to the Head of finance.

The Internal Auditor ensures that:

- organizations and companies reporting to EIT Urban Mobility have accurate accounting and reporting throughout their funded projects.
- Projects follow proper procedures in procuring services and related costs are eligible

Main tasks will be:

- Determine audit scope and prepare an internal audit program for the financial reviews of the projects linked to EIT Urban Mobility.
- Obtaining, analysing and evaluating accounting documentation, reports and data.
- Perform the financial reviews. Prepare and present reports that reflect audit results and document process follow up and coordination, ultimately ensure the compliance and eligibility of Cost Reporting to EIT UM.
- Preparation, Coordination and follow up of the procurement for CFS audit services for the EIT community.
- Other ad-hoc projects.

The position is based in **Barcelona**.

This is a **permanent and full-time position**, with possibility to homework up to 2 days a week.

No relocation expenses are granted.

## THE PERSON WE ARE LOOKING FOR

We put a high value on your individual qualities, and we are looking for someone who strives for making a difference together with other people.

The ideal candidate would have:

- At least 7 years of proven experience as an Internal Auditor or Senior Auditor in either public or private Auditing organisations.
- Proven knowledge of auditing standards and procedures, laws, rules and regulations.
- Excellent verbal and written communication skills, as well as outstanding document drafting skills.
- Ability to act as an objective source of independent advice to ensure validity, legality and goal achievement.
- Ability to drive transparency and simplicity in complex administrative and business processes.
- A team player attitude and comprehension of the importance of teamwork in an international, challenging, and ambitious environment.
- Expert user of software tools such as Office tools, especially Excel, Word and Power Point.
- Ability to handle large amounts of data and to compile detailed reports.
- Detail-oriented, organized, proactive and independent character.

- Trustworthiness.

The below would be considered a plus:

- Professional experience in the field linked to Horizon Europe Projects.

To be a fit for this role:

An ideal candidate will strive to generate positive environmental and social impact in line with EIT Urban Mobility's mission. We are looking for individuals with a "can do" attitude, who are passionate about disseminating knowledge, know-how, good practices and lessons learnt.

## GENERAL CONDITIONS

By the closing date of this call candidates must:

- Be a national of an EU Member State or have a working permit valid to work in Spain.
- Enjoy their full rights as citizens;

## EDUCATION

- A qualification in the field of Finance (or a related field), or equivalent experience in the field (applicants without formal qualifications will not be penalised if they have relevant work experience in this field).
- Written and spoken English (C1), any other European language is a plus.

## 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.

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 **essential criteria** checklist;
- 3) A **Cover Letter** demonstrating how you match the skills defined in the job description – 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 PDF format.
- File name: Name the file according to the model "*EITUM\_first name\_last name*". For example, Joanna Smith would name the file, *EITUM\_Joanna\_Smith*.
- Email title: The subject field should read "*Internal Auditor-Financial Officer.HR146-2023*".
- Send to: Send your completed application to: [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

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#### Data Protection Disclaimer

Your personal data will be processed with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries.

The said processing will allow us to manage the recruitment of the offered positions, and more specifically:

- 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.

You can exercise your data protection rights, writing to [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

You may find further information in the full GDPR Compliance privacy note for applicants available [here](#).