

Application deadline: 8 August 2020




Grant 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 livable.

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 livable 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.

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

In order to support the vision of creating more livable urban spaces, EIT Urban Mobility is opening a job position for the role of **Grant management 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 **Grant Financial Officer** is responsible for supporting the operational financial management of the Grant Cycle of EIT Urban

Mobility 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:

- Control of compliance with the legal framework, processes and procedures of the EIT Grant management cycle
- 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
- Prepare de-commitments (ensure timely closure of activities, contracts and commitments)
- 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
- Support in compiling the annual amendment and annual financial report of EIT Urban Mobility

KEY SKILLS AND EXPERIENCE

Qualifications

- Must have at least two (2) years of experience in Horizon 2020 (H2020) grant management and a sound understanding of relevant EU funding rules and guidelines. This includes:
 - Legal and operational experience in H2020 grant management cycle
 - Experience in a financial framework in H2020 context
- Proven experience as financial officer in large industries or large institutions with financial end-responsibility 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

Soft skills

- Independent and results-oriented, able to grasp organization goals and strategies, and deliver technical solutions
- Flexibility, Hands-on attitude
- 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
- Analytical mindset
- Compliance oriented: understands the need of complying with external regulations

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 (3) years of equivalent professional experience. An MBA in economics or finance is a plus
- 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
- English level of at least C1

Only qualifications issued by EU Member State authorities and qualifications recognized 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 above criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

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.

Please download the **application template** from EIT Urban Mobility site. 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 either PDF or Word format.
File name:	Name the file according to the model " <i>EIT_GFO_last name_first name</i> ". For example, Joanna Smith would name the file, <i>EIT_GFO_Smith_Joanna</i> .
Email title:	In the email subject title ensure you specify the location (Barcelona). The subject field should read " <i>Grant Financial Officer. HR001-2020</i> ".
Send to:	Send your completed application to: recruitment@eiturbanmobility.eu .

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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.