

EIT Innovation Communities are designed as pan-European partnerships that bring together business, research centres and universities with the aim to tackle major societal challenges in areas with high innovation potential. To find out more, please visit www.eit.europa.eu

The European Institute of Innovation and Technology (EIT) recently launched the building of the Innovation Community Manufacturing. EIT Manufacturing's mission is to bring European manufacturing actors together in innovation ecosystems that add unique value to European products, processes, services – and inspire the creation of globally competitive and sustainable manufacturing. www.eitmanufacturing.eu

EIT Manufacturing now invites applications for the position of

Junior Accounting Officer – EIT Manufacturing Paris

Alternant position at the EIT Manufacturing Headquarter in Paris

About the position

As our Junior Accounting Officer, you will work on accounting, finance and financial administration tasks. This alternant position is ideally for 1 year, but we can consider periods from 9 months to 2 years.

Missions and key Accountabilities:

The Junior Accounting Officer will work mainly with the Accounting Officer and the Financial Controller undertaking operational tasks related to grant accounting and management such as :

- Assist in preparing and monitoring grant budgets and expenditure
- Verify the accuracy and coherence of financial data
- Participate in invoice treatment and payments
- Enter financial data into accounting software and ensure data integrity
- Gather and organize documentation required for internal and external audits
- Support the finance team with miscellaneous tasks and special projects as needed
- Interact with finance colleagues, other departments and our external accountants

Qualifications:

- Demonstrated interest or experience in finance and administration work
- Ability to rapidly learn how to use new IT tools. Good command of Office, notably Excel
- Fluent in English

Skills:

- You are analytical, detail oriented, rigorous and hard-working. You respect timelines and deadlines
- You have a proven ability for connecting with people, combining strong communication and listening skills.
- You are proactive, independent and trustworthy.

Experience (strong plus):

- International experience
- Expertise and experience in the manufacturing sector is a plus.

We offer:

- A mission-driven company animated by not-for-profit objectives.
- A start-up mindset, fast and flat processes, straight internal communication, low hierarchies, and freedom to operate.
- A friendly atmosphere within a dynamic team at modern and well-located office facilities

Location:

The role location will be at EIT Manufacturing in Paris, France. Depending on candidate work, team and autonomy, we permit up to 4 days working from home per week.

Equal opportunities:

EIT Manufacturing values diversity and applies policies of equal opportunities. We welcome applications without discrimination, on any grounds. Candidates considering their interests having been prejudiced by a decision in a selection process may request a review of, or launch an appeal against, the decision adversely affecting them.

Selection Committee:

A Selection Committee will be appointed to carry out the evaluation of applications submitted. Please note that the Selection Committee's internal proceedings are strictly confidential. Shortlisted candidates may be invited for an interview at EIT Manufacturing with the Chief Financial Officer. Candidates may be asked to provide proof of qualifications, background, skills, and experiences by providing relevant documents.

Protection of personal data:

Candidates' personal data are processed as required by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC

(General Data Protection Regulation). For more information, please check the privacy statement on recruitment available [Privacy Notice](#).

Application:

A complete application should consist of

- (i)** a full curriculum vitae,
- (ii)** a covering letter describing briefly how you meet the criteria outlined and your vision for the role.

The application should be sent via e-mail to: hr.hq@eitmanufacturing.eu with subject header "**EIT Manufacturing, Junior Accounting Officer, Paris**".

The application should be written in **English**.
Only complete applications will be evaluated.

Closing date is **07/06/2024**.

For further information, please contact hr.hq@eitmanufacturing.eu

Please join us on this exciting journey. Send us your application now!