

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

Accounting and Reporting Officer – EIT Manufacturing

CDD position at the EIT Manufacturing Headquarter in Paris

About the position

The position involves work on accounting, finance and financial administration tasks with a particular focus on accounting and reporting on European subventions (Horizon Europe). The accounting and reporting officer will work with a finance team consisting of Financial Controller, FP&A Manager and Group CFO.

Key Accountabilities

- Accounting and reporting on European subventions / grants
 - Accounting for grant expenditure including use of grant accounting software
 - Verifying consistency and accuracy of data in grant accounting software
 - Preparing and monitoring grant budgets and expenditure
 - Delivering grant reporting
- General accounting
 - Manage invoice treatment and payments
 - Ensure the differentiation between non profit and for profit sector for the association
 - Ensure the consistency of journal entries with the cost center allocation
 - Ensure the follow up on the cash, inflows and outflows sources
- Administration
 - Treat incoming emails to the Finance mailbox
 - Gather and organize documentation required for internal and external audits
- Work with and assist the finance team on various requests and projects
- Interact with finance colleagues, other departments and our external accountants

Qualifications & Experience

- Minimum of 3 years experience as accountant in France, with previous experience in accounting, control and reporting
- Prior experience in the accounting for subventions / grants
- International experience

Skills

- You are a fluent English speaker – the business language is English. You also speak French.
- 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
- You are proficient with MS Office, notably Excel, and capable of rapidly mastering our grant management software

What 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 15 June 2024.

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

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