

# Project and Finance Controller (m/f/d)

Part-time position (50%) at EIT Manufacturing Central in Darmstadt, Germany

## About EIT Manufacturing

EIT Manufacturing is an open innovation community supported by the EIT (European Institute of Innovation and Technology), a body of the European Union. EIT Manufacturing's main goal is to bring European stakeholders focused on manufacturing together in innovation ecosystems that add unique value to European products, processes and services and inspire the creation of globally competitive, resilient, and sustainable manufacturing. EIT Manufacturing brings together more than 180 organizations from business, education and research, working on the industrialisation and commercialisation of technologies that are close to market. EIT Manufacturing is headquartered in Paris and has several regional offices, located in Athens, Darmstadt, Gothenburg, Milan, San Sebastian and Vienna. EIT Manufacturing Central covers the Central European region, including Germany, Belgium, the Netherlands, Luxemburg, Ireland and Poland.

## About the position

The position holder supports our financial operations and project management activities. The reporting system is currently in the setup phase and Responsibilities include assisting in financial planning, budgeting, and forecasting, monitoring project budgets, preparing financial reports, providing accurate financial information to project managers, conducting financial analysis, collaborating with cross-functional teams, maintaining ERP systems, and supporting internal and external audits. The ERP system is in the process of being implemented and the position holder will have the opportunity to contribute to the setup of the system. The ideal candidate will have strong analytical skills, proficiency in Excel and ERP systems, and the ability to work effectively in a fast-paced environment.

## Qualifications and Experience

- Bachelor's or Master's degree or equivalent in Finance, Accounting, Business Administration, or related field
- at least 2 years of experience in a relevant field
- Fluent in English and German
- Experience with ERP systems, such as SAP, Oracle, or Microsoft Dynamics

## Skills

- Excellent organizational skills & ability to meet deadlines
- Proficiency in Microsoft Excel and financial modeling
- Strong team spirit, proactiveness, autonomy and integrity
- Detail-oriented with a high level of accuracy
- Knowledge of project management methodologies is a plus

## We offer

- organisation with freedom to operate and opportunity to bring new ideas
- a collaborative atmosphere within a dynamic team at modern and well-located office facilities
- a part-time employment contract under German labour law, initially for a limited period of 2 years.

### Location

The role location will be at EIT Manufacturing Central, in Darmstadt, Germany with the opportunity for travel across Europe. A hybrid working arrangement may be considered depending on the candidate. Regular presence in the offices in Darmstadt is required.

### Reporting

The position reports to the Office Manager of the regional office.

### 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. 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 and (ii) a covering letter describing briefly how you meet the criteria outlined and your vision for the vacancy. Please send your application via e-mail to: [central@eitmanufacturing.eu](mailto:central@eitmanufacturing.eu) with subject "Project and Finance Controller".

The application should be written in **English**.

Only complete applications will be evaluated.

Closing date is the **10 July 2024**.

For further information, please contact: [central@eitmanufacturing.eu](mailto:central@eitmanufacturing.eu)

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