

### **About EIT Manufacturing:**

EIT Manufacturing is an initiative of the European Institute of Innovation and Technology (EIT), a body of the European Union. To find out more, please visit [www.eit.europa.eu](http://www.eit.europa.eu)

EIT Manufacturing is the leading pan-European community fostering innovation in manufacturing through a unique active ecosystem. With 170+ partners, EIT Manufacturing connects businesses, startups, academia and research institutions to make innovation happen. [www.eitmanufacturing.eu](http://www.eitmanufacturing.eu)

*EIT Manufacturing now invites applications for the position of*

### **Accounting and Payments Officer – EIT Manufacturing**

Full-time position at the EIT Manufacturing (**Temporary position**)

#### **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 Payments Officer will work with a finance team consisting of Financial Controller, FP&A Manager and Group CFO.

#### **Missions and key Accountabilities:**

- **Payments**
  - o Suppliers
  - o Expenses
  - o Partners
  - o Ensure the follow up on the cash, inflows and outflows sources
- **Accounting and reporting on European subventions / grants**
  - o Ensure the differentiation between non-profit and for-profit sector for the association
  - o Ensure the consistency of journal entries with the cost center allocation

- o Accounting for grant expenditure including use of grant accounting software
- o Verifying consistency and accuracy of data in grant accounting software
- o Preparing and monitoring grant budgets and expenditure
- o Preparing grant reporting
- **Administration**
  - o Manage invoice treatment and reminders
  - o Treat incoming emails to the Finance mailbox
  - o 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 and experience:**

- Minimum of 3 years accounts payable and financial accounting work experience
- 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 have experience using ERP software such as Oracle / Netsuite

#### **We offer:**

- A full-time, limited duration employment contract under French labour law.
- Flexible hybrid working environment
- Diverse team with colleagues from all over the world

- Strong network across manufacturing, academia, and startups in Europe.
- Opportunities for career growth and continuous learning.
- Meaningful work with a focus on sustainable innovation.

**Location:**

The role location will be at EIT Manufacturing in Paris Saclay, France, or other EIT Manufacturing locations in Europe.

**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,
- (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](mailto:hr.hq@eitmanufacturing.eu)  
with subject header **Accounting and Payments Officer**

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

For further information, please contact [hr.hq@eitmanufacturing.eu](mailto:hr.hq@eitmanufacturing.eu)  
**Please join us on this exciting journey. Send us your application now!**