Financial Project Manager

Full-time (40 h/week) position at EIT Health HQ in Munich

About EIT Health

EIT Health – a Knowledge and Innovation Community (KIC) under the umbrella of the European Institute of Innovation and Technology (EIT) – is focused on promoting entrepreneurship, innovation and education in the domain of healthy living and active ageing. EIT Health brings together leading organisations along the entire value chain, from smaller companies to larger industry, excellent academic and research institutions, as well as public sector organisations, to promote healthy living, support active ageing and improve healthcare by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting big data. EIT Health’s headquarters is located in Munich and it develops its activities across a network of co-location centers in six cities: Paris, London, Barcelona, Rotterdam, Stockholm and Mannheim. In addition, the InnoStars office in Budapest involves partners from Hungary, Poland, Portugal and Italy. EIT Health includes more than 140 partner organisations.

Job Description

The task of the Financial Project Manager is primarily to support the Director of Finance to secure and manage the funding (accounting) for EIT Health from the EIT headquarters, and to support EIT Health’s internal accounting and financial function. The funding awarded to EIT Health is governed by the EU’s Horizon 2020 framework.

In addition, the Controller/Financial Project Manager will work closely with EIT Health’s Project Management Office (PMO) to support the external management of the KIC projects, especially with regards to funding related questions.

Key responsibilities:

- Support EIT Health’s Project Management Office, especially with regards to external project management, communication with external project partners, analysis of questions pertaining to H2020 cost eligibility regulations and support for external contracting.
- Collaborate with the Director of Finance to provide guidance to the project partners to support the annual elaboration of the EIT Health Business Plan as well as regular reports.
- Contribute to the continuous monitoring of the financial KPIs by the KIC organisation and its Partners on the Business Plans, and collaborate with the relevant KIC staff to develop, and deliver amendments to the annual Business Plan to the EIT as required.
- Support the analysis, forecast, budget and multi-year planning of KIC budget.
- Ensure timely, accurate and relevant financial and management reporting, integrating appropriate non-financial measures.
- Analyse and comment on proposed financial plans, support budget owners and proactively challenge them.
Qualifications

Your functional skills and experience:

- Master’s degree in the relevant field, supplemented with Project Management degree and/or relevant practical experience.
- Sound understanding of relevant EU funding rules and guidelines (most importantly, the EU’s Horizon 2020 framework programme and European Institute of Innovation and Technology).
- Over 3 years of work experience in a public or private entity.
- Experience of international business at the intersection between public and private sector is a plus.
- Strong business acumen and understanding of finance. Strong Excel skills.
- Persistent and able to be successful in a challenging and ambitious business environment.
- Able to drive transparency and simplicity in complex administrative and business process.
- Hands-on and analytical, organised and accurate.
- Fluent English is mandatory.
- Some travel across Europe.

What we offer

- Start-up mentality, fast and flat processes, straight internal communication, low hierarchies and freedom to operate.
- An extensive network in the health care area with excellent partners who collaborate on critical projects of European relevance.
- Familiar atmosphere within a dynamic team at modern and well-located office facilities.
- A fair remuneration.
- Our working language is German and English.
- The position is initially limited to two years. An extension is sought.

Application process

Applications should consist of a full curriculum vitae and a cover letter describing briefly how you meet the above criteria indicated in the person specification, and outlining your interest in, and vision for, the role. Applications should be sent via e-mail to applications@eithealth.eu, with subject line “Financial Project Manager” by 15 May 2020. Please indicate your earliest possible entry date as well as salary expectations. The position is currently vacant.

More about us https://eithealth.eu/.