

Grant Assurance Manager (m/f/d)

About us

EIT Health, a Knowledge and Innovation Community (KIC) under the umbrella of the European Institute of Innovation and Technology (EIT), is focused on supporting entrepreneurship, innovation, and education, to promote healthy living, support active ageing and improve healthcare. EIT Health brings together leading organisations along the entire value chain – smaller companies, larger industry, excellent academic and research institutions, and public sector organisations. Together we work toward a healthier Europe by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting big data. EIT Health has Central Offices in Munich and develops activities across a network of regional Innovation Hubs in Paris, London, Barcelona, Rotterdam, Stockholm, Vienna and Mannheim. In addition, the InnoStars office in Budapest involves Partners from Hungary, Poland, Portugal and Italy. EIT Health includes more than 150 partners.

Your responsibilities

- Manage and coordinate EIT Health Central Office financial reporting and related financial audits of granted activities as well as for EIT Health Partners. Act as focal point for the granting authorities and auditing firms.
- Further develop and implement internal and external financial compliance control system: review of financial records and documentation related to grant expenditures to verify their accuracy and compliance with grant guidelines; identification of discrepancies or irregularities and work with project team to address and rectify.
- Further develop, implement, and maintain financial reporting processes and tools (incl. grant management platform) according to grant agreements and regulatory requirements.
- Stay up to date with changes in relevant grant regulations (e.g., HE AMGA, EU Directives) and disseminate relevant information within the organization and Partnership by means of training and communication.
- Maintain and enforce EIT Health Procurement Policy and related methodologies, process, and tools (PO system) as well as provide guidance and dedicated support to CLCs and Business Units with RFP, contracting, etc.
- In close cooperation with Finance Team, administer the funds by managing payment schemes and releasing payments to the EIT Health Partnership.
- Serve as a point of contact for financial compliance and procurement inquiries from both internal and external stakeholders as well as for Grant Assurance counterparts at funding bodies.

Your skills and knowledge

- Bachelor's or master's degree in a relevant field (e.g., finance, business administration, public administration).
- At least 3-5 years experience in grant management, compliance, procurement or auditing is preferred.
- Strong knowledge of grant regulations and compliance standards.
- Excellent analytical and problem-solving skills as well as the ability to make sound judgments in complex situations.
- Proficiency in using financial software and tools and ability to deal with large set of financial data (Excel full proficiency is a must).
- Proactive, autonomous, and able to work independently as well as part of a team.
- Excellent written and verbal English, knowledge of another language (German, French) is desirable.
- Residence in Germany, Spain or France (Remote first).

What we offer

- We are a "Remote First" company, hiring in Germany, France and Spain.
- The possibility to join offices in various locations around Europe.
- Your personal equipment and a one-time surcharge for furnishing your home office.
- 30 days of vacation & flexible working hours.
- Straight forward internal communication, non-hierarchical structure, and freedom to operate with autonomy.
- A large and vibrant network in the healthcare sector, with exposure to high-level and senior representatives from key players and influencers.
- The opportunity to work on critical projects of European interest, contributing to improving the lives of citizens and patients.

Application process

- EIT Health applies a policy of equal opportunities and accepts applications without discrimination on any grounds
- Applications should consist of a cover letter and a curriculum vitae.
- Please include the following in the cover letter: introduction, your motivations for applying for the position, your earliest start date, and your salary expectations.
- Apply via our [Careerpage](#).