

Financial Officer ChallengeEU

Company:

Hochschule Offenburg - Offenburg University of Applied Sciences

Location:

Germany / Offenburg

Discipline:

Employment Type:

Part-time, 50%

Posted:

15/08/2024

Contact Person:

If you wish to apply for this position, please specify that you saw it on AKADEUS.

Hochschule Offenburg – Offenburg University of Applied Sciences – is a place of innovation and a powerhouse of scientific and creative endeavour. This is reflected in our efforts as a bridge-builder between academia, business and the wider community. Embracing a global outlook and maintaining a spirit of innovation, respect and constructive dialogue, we are deeply rooted in the region that we call home. Offenburg University of Applied Sciences offers its 4,000 students from more than 40 nations an exceptional setting centred around award-winning, practice-based teaching and application-driven research conducted by interdisciplinary institutes.

As part of the European Union's "European University Initiative", Offenburg University of Applied Sciences has joined forces with eight other universities in Europe to form and coordinate the "ChallengeEU" alliance. A central ambition of the alliance is to transform European universities and their regions into inclusive innovation ecosystems that focus on societal challenges and develop solutions in response to such issues. Against this background, an essential emphasis of ChallengeEU is on the development and implementation of open innovation practices within and beyond universities. We are committed to creating an innovative inter-university campus that offers various modes of mobility for students, lecturers, researchers and staff.

In the context of the ChallengeEU alliance, the following position is to be filled within the Rectorate as from 1 January 2025:

Financial Officer ChallengeEU (all genders)

as staff member of the administrative service

Part-time | 50% | remuneration according to E 13 TV-L | fixed term until 31 December 2028 | reference number 1043

Your responsibilities:

- Perform central administrative duties centred around managing the project budget for the entire alliance
- Coordinate, document and track the incoming and outgoing payments of all partner universities, including any budgetary adjustments necessitated by the ChallengeEU project, in compliance with the relevant financial regulations and deadlines as well as the requirements of the grant agreement
- Act as an interface for communication between the partner universities represented by the alliance's central Implementation and Support Office and the EACEA/EU Commission with regard to the alliance's financial affairs
- Prepare regular financial reports and statistics for various alliance committee meetings in close coordination with the Secretary General
- Draw up the interim and final financial report to be submitted to the EACEA/EU Commission
- Identify additional sources of funding to complement and sustain the activities of the ChallengeEU alliance upon conclusion of the project funding period
- Structure and establish internal reporting relating to the activities of the alliance (incl. risk management)

Your profile:

- Solid university degree (Master's or comparable degree)
- Sound knowledge and experience relating to project management, in particular administration and management of third-party funding, preferably acquired as part of European programmes such as EU Horizon or Erasmus+
- Well-developed coordination and organisational skills, excellent problem-solving abilities and a high degree of numeracy
- Business-fluent command of German and English, both written and spoken
- Proven track record in international and interdisciplinary collaboration
- High degree of flexibility, excellent communication skills, intercultural competency and confidence in engaging with members of international networks
- Willingness to travel on business assignments

Key benefits of this role:

- Attractive professional development programmes designed to help you progress in your job
- Modern, well-equipped workplace
- Annual bonus
- Flexible working hours
- Option of holiday childcare at the university's own Sommersprosse daycare centre
- Attractive offers relating to occupational health management and the work-life-care balance

Offenburg University of Applied Sciences is committed to increasing the proportion of women among its staff and therefore expressly encourages qualified women to apply. People with severe disabilities and those of equal status will be given priority, provided they are suitably qualified (please provide proof of severe disability). In the case of educational qualifications obtained abroad, please provide appropriate proof of equivalence with a German qualification.

Contact

Please submit your application via our online application tool only. After submitting your application, you will receive a short confirmation. Please note that we will not consider applications sent by e-mail or post.

You will find the job advertisement on our website at www.hs-offenburg.de in the "Aktuell" section under "Stellenangebote".

If you have any questions, please feel free to get in touch with the Prorector for Internationalisation, Prof. Dr. Anne Najderek, at anne.najderek@hs-offenburg.de or the Head of Human Resources, Ms. Tanja Wüst, on +49 (0)781 205-149.

Application deadline: 15 September 2024

Contact Person:

If you wish to apply for this position, please specify that you saw it on AKADEUS.