

PROJECT ADMINISTRATIVE & FINANCE MANAGER VACANCY PROFILE

WHO WE ARE

The European Network of Living Labs (ENoLL) is the international, non-profit, independent association of benchmarked Living Labs.

ENoLL facilitates knowledge exchange, joint actions and project partnerships between its historically labelled +480 members in Europe and worldwide. Its aim is to promote the Living Labs concept in order to influence EU policies, enhance Living Labs and enable their implementation at a global level.

The role of ENoLL Office is to implement decisions passed by the General Assembly and run day-to-day operations of the network.

More information on: <https://enoll.org/>

YOUR TEAM

You'd be working in a dynamic international team, where colleagues with different backgrounds and a common passion for living labs collaborate, each with their own expertise.

YOUR MAIN RESPONSIBILITIES

As Project Administrative & Finance Manager you will support in the management and execution of EU-funded projects, with a specific focus on financial and contracts management, recording and reporting. You will be responsible for supporting the Projects and Accounting Teams in the financial strategy and management of EU grants and to ensure compliance to contractual provisions and reporting duties.

In this role, your tasks will include, but not be limited, to:

- Supporting Project Managers in the yearly planning of the project activities and expenses, creating financial projections.
- Coordinate the internal monitoring process, including the update of financial reports to monitor project spending and compliance with budgetary constraints.
- Coordinating, contributing, and reviewing the preparation of financial and technical reports to EU authorities and stakeholders in a timely and accurate manner.
- Overseeing project expenses, payments, and financial transactions, and ensuring they are properly documented and recorded.
- Handling contract negotiations with funders, consortia and third parties, and ensuring compliance with EU regulations and guidelines.
- Support the Projects team in the preparation, revision, and submission of required project documentation, including timesheets, progress reports, and financial statements.
- Staying updated on EU regulations and guidelines relevant to the project, ensuring that all project activities comply with these requirements and that the entire team is duly informed of updates and procedures.

QUALIFICATIONS AND SKILLS

- At least 3-year experience in administrative and financial management of Horizon 2020 and Horizon Europe grants
- Sound knowledge in EU-funded (Horizon 2020 and Horizon Europe) contractual provisions
- Exceptional organizational and planning skills with the ability to coordinate information and processes involving multiple people/teams and different parallel workflows

- Proficiency in the use of Microsoft Excel

HIGHLY DESIRABLE ASSETS

- Previous experience in contracts management
- Understanding of personnel costs calculation
- Knowledge of EU provisions for IP management, Data management, open science, ethics management
- Strong problem solving and proactive attitude
- Spirit of innovation and creativity

COMPENSATION PACKAGE

- A full-time contract as a freelancer based in any EU country and able to prove freelancer status as a natural person
- Remuneration depending on qualifications and experiences

HOW TO APPLY

Applicants are requested to send a one-page letter of motivation, explicitly describing the relevant experience and linking it to the requirements for the position, together with a CV. References (including current or last employer) are highly desirable.

Please send the documents in pdf format to Giulia Campodonico, Head of Projects, at projects@enoll.org with the subject "Project Administrative & Finance Manager"

Applicants are encouraged to apply as soon as possible as applications will be assessed on ad hoc basis. Only shortlisted candidates will be contacted to set up an online interview.

Last deadline for application is **November 15th**.