

## The EGI Foundation is looking for a (senior) Finance Assistant

### About EGI

EGI ([www.egi.eu](http://www.egi.eu)) is a federated e-Infrastructure of hundreds of data centres and cloud providers spread across Europe and worldwide, collectively providing advanced computing and data services for data-intensive research and innovation, serving major European and international research communities and research digital infrastructures.

The EGI Foundation is the coordinating body of EGI, a non-for-profit foundation based in Amsterdam, responsible for leading the strategy, innovation, communications, service delivery, and community support activities of the EGI community. Our mission is to create and deliver open solutions by federating digital capabilities, resources and expertise between communities and across national boundaries.

In the context of a wider European Commission the EGI Foundation leads the participation of EGI in tens of exciting research projects that together with research communities and European initiatives support scientific excellence in Europe.

At the EGI Foundation you will find a truly international English-speaking environment offering the opportunity to work with a team of highly skilled and motivated colleagues.

### Job summary

Within the Finance and Administration Team we are searching for a (Senior) Finance Assistant that will be involved in the daily administrative and financial support to the activities and staff of the Organisation. He or she is in charge of the daily bookkeeping of the Organisation and for European projects.

He or she will contribute to the preparation of reports detailing the non-technical activities of the Organisation and provides support to the Head Finance and Projects as required.

He or she is also in charge of the monthly preparation of the payroll in liaison with the Head Finance and Projects and the payroll companies. The EGI foundation has employees in several European countries and a payroll intermediate is subcontracted in each country.

He or she also develops and maintain internal procedures and handbook.

### Job Purpose and Responsibilities

The Finance and Administration Team is responsible for various tasks that will be distributed between the team depending upon skills and workload. As part of this role, the (Senior) Finance Assistant will take the following tasks:

- Financial bookkeeping of the Organisation and European funded projects;

- Preparation of the annual balance in collaboration with the Head of Finance and Projects;
- Management of the payroll administration in several countries;
- Preparation of administrative and financial reports to the management bodies within EGI Foundation in liaison with the Head of Finance and Projects;
- Provide secretariat support as required.

A (Senior) Finance Assistant is expected to be able to prepare and participate in the annual audit of the foundation related to the annual balance, and in other audits dedicated to financial statement of European funded projects. He or she can also provide support to staff to offer advice on rules, policies and procedures internal to the Organisation. He or she can work autonomously and report to the Head of Finance and Projects on a regular basis.

### **Relationships**

The (Senior) Finance Assistant works closely with the Finance and Administration Team and the Project Management Team. He or she will support the Head Finance and Projects as required. He or she will be the primary contact of the payroll companies.

### **Essential requirements**

This position is suited for a seasoned professional meeting the following personal and professional requirements.

- Associate degree in Accounting or a related field or equivalent work experience
- Demonstrated experience in financial bookkeeping and account management (For the senior level: 5+ year)
- Ability to speak Dutch for the arrangement of logistics.
- Excellent skills with tools of the Microsoft Office suite
- Good IT skills
- Good command of English, both spoken and written, to communicate with the rest of the team.
- Excellent interpersonal skills and ability to work in a multicultural environment
- Extremely detail oriented, thorough, and organized.
- Ability to meet deadlines and to prioritise
- Good knowledge of European Financial and Administrative rules is a plus

### **Offer**

- The position is offered for a period of one-year renewable upon satisfactory performance with a possibility for an open-ended position.

- This is a full-time (40 hours per week) position based in Amsterdam (relocation package available). A Part time @ 80% is possible.
- Depending on experience, for an employee working in Netherlands, gross salary for a full-time position will be in the range of € 3,521 to € 4,185 per month (corresponding to scale 4.2 to 4.8), with additional holiday (8% annual gross) and end of year (5% annual gross) bonuses.
- There is a company health and pension scheme to which both the employer and employee contribute and 31 days of leave.

### **Equal opportunities**

The EGI Foundation is committed to creating a diverse environment and is proud to be an equal opportunities employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

### **Process and timeline**

- Closing date for applications: Tuesday 31st March 2020, 24:00 CET
- Interviews: 6-8 April 2020 (the interview may include a practical assignment)
- Expected starting date: 1st June 2020

### **To apply**

To apply, we invite you to send us two elements (by email, to [jobs@egi.eu](mailto:jobs@egi.eu)):

- A cover letter (in PDF format), explaining your motivations to apply and how you meet the requirements outlined above.
- A CV (in PDF format)

Incomplete applications will not be considered.

Thank you for your interest!