

EMSO ERIC

Vacancy details

Chief Financial Officer (CFO) of the EMSO ERIC, (European Multidisciplinary Seafloor and Water-Column Observatory European Research Infrastructure Consortium).

The European Multidisciplinary Seafloor and water- column Observatory (EMSO) is a Research Infrastructure at fixed-point monitoring nodes connecting European marine research facilities: from the North Atlantic, to the Mediterranean and the Black Sea. It currently comprises 11 (eleven) open ocean facilities including 3 (three) shallow water test sites (see www.emso.eu for details).

EMSO is a new European Institution set up as an ERIC (European Research Infrastructure Consortium) by decision of the European Commission (September 29, 2016). Its Members are currently States from the European Union although it is open to external Members.

Application deadline: March 16th 2020 at midnight (Rome local time)

Expected start date: April 1st, 2020

Type of contract: fixed-term consulting contract

Expected duration: April 1st, 2020- March 31st2023. The contract cannot be automatically renewed beyond the mentioned term.

Required effort: 0,5 full-time equivalent (FTE) per month for a total of 6 Months FTE during 12 months.

Max. Gross remuneration: 57,000 Euro inclusive of all contributions required by Italian tax regulations and VAT exempt as of art. 72 /DPR n°633/1972. Any additional transaction costs

will be charged to the consultant except all authorized travel expenses to be reimbursed by EMSO ERIC.

Employer: EMSO ERIC Location: EMSO ERIC Head Office in Rome, Italy

Reporting to: EMSO ERIC Director General.

General Summary:

EMSO ERIC seeks an expert to act as Chief Financial Officer and advisor, coordinating EMSO ERIC financial and economic matters.

The CFO will be involved in the following Tasks and Activities:

1. Preparation and validation of Financial Statements: (a) S/He will maintain dutifully organized records of financial activities of EMSO ERIC and compile the budget updates, and/or upon request. The financial statements will typically detail the inflows and outflows of cash, as well as other assets (for example, in-kind contribution resources). (b) Bears responsibility for keeping all the documentation that supports the figures contained in the report, such as invoices and receipts, for auditing purposes; (c) Certifies that: (i) the financial management of the EMSO ERIC is ensured, (ii) the cash contribution of the Members is transferred to the bank account of EMSO ERIC.
2. Accounts Management: (a) Keeps true and accurate accounts of all income and expenditure and is in charge of supervising the reception of money relating to the accounts receivables of EMSO ERIC, such as membership fees, project grants, service payment, etc.; (b) Shoulders responsibility on paying the EMSO ERIC liabilities such as supplier's services, insurance premiums, and other accounts payables; (c) Attends to the financial administration needs of EMSO ERIC projects, such as EU H2020 grants.
3. Management of EMSO ERIC suppliers and sub-contractors: EMSO ERIC has a number of external suppliers and subcontracts, such as legal advice and accounting. The CFO manages these subcontractors and ensures that they are deployed in the most efficient manner in support of EMSO ERIC.



4. Procurement and Tendering: responsible for respecting the procurement and tendering policies of EMSO ERIC. S/he will be in charge of preparing the procurement documents for interfacing with external suppliers to produce service requests. The CFO will produce and approve procurement requests and cash disbursements and reflect all the company transactions in a cash-flow statement, which s/he regularly reconciles to keep track of the money.
5. Budgeting. The CFO prepares the annual budget of EMSO ERIC for the final approval /acknowledgement of the Assembly of Members, after s/he receives recommendations from the Director General. The Budget may include details such as allocation of Human Resources cost and engagements.
6. Auditing: (a) Establishes internal controls, including internal audits, to enhance the effective and efficient use of the resources; (b) May have the delegation on the current accounts of EMSO ERIC examined every year by the international auditors
7. Other administrative responsibilities: (a) Support the preparation and overseeing the execution of personnel contracts, both financially and from the administrative standpoint; (b) responsible on the finances and related administrative cybersecurity procedures, so that they are compliant to the European regulations;

Required qualifications & competencies:

- Minimum qualification: Graduation from a European University or equivalent experience;
- International post-graduate specialization or MBA
- Minimum five year experience in similar position;
- Excellent knowledge of written and spoken Italian and English; proficiency in other European Languages is also well received
- Proven expert practice of private-sector, not-for-profit financial administration, for accountability;
- Proven expert practice of accounting systems and related financial regulations;
- Experience in preparing budget, and reporting on expenses;
- Excellent presentation and reporting skills, in writing and verbally;



- Ability to deal responsibly with general administrative tasks;
- Understanding of structure, functioning and regulation of the European Research Infrastructure Consortia (ERICs);
- Paralegal skills;
- Ability to work under pressure and handle multiple problems simultaneously
- Ability to coordinate the efforts of teams internationally

Desirable attributes:

- Experience in the European Research Area and in the international arena;
- Knowledge of international marine research institutions, organizations, infrastructures and other relevant bodies.

Applications for the position are encouraged from citizens of the European Union and Associated Countries.

Working Conditions:

- The main place of work will be the EMSO ERIC Headquarters in Rome, Italy;
- Duties will entail travel within and outside Europe;
- Occasional work and travel on weekends and holidays may be required even on-line, holidays and after hours may be required;

Selection Procedure:

- Applications should be submitted not later than March 16th 2020 at midnight (Rome local time) by email to recruitment@emso-eu.org, in a single pdf file including CV, relevant declarations contained in the cover letter, addressed to the Director General of the EMSO ERIC, with the following subject heading: "Chief Financial Officer Vacancy".
- The selection procedure will be completed by March 30th 2020.
- any specific enquiries about this job posting should be sent to recruitment@emso-





eu.org, specifying the term of the sought position.

