

EMSO ERIC is an equal opportunity employer. As such, it does not discriminate in terms of race, age, gender, religion or sexual orientation.

## Vacancy

**Call for position of Financial Officer** at the EMSO ERIC (European Multidisciplinary Seafloor and Water-Column Observatory European Research Infrastructure Consortium) Central Management Office (CMO).

The European Multidisciplinary Seafloor and water- column Observatory (EMSO) is a Research Infrastructure at fixed-point monitoring connecting European marine research facilities: from the Arctic through North Atlantic, to the Mediterranean and the Black Sea. It currently comprises fifteen Regional facilities including three shallow water test sites (see [www.emso.eu](http://www.emso.eu) for details).

EMSO is a 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 other external members.

Application deadline: 14<sup>th</sup> January 2023 at midnight (Rome local time)

Estimated starting date: 1<sup>st</sup> April 2023

Type of contract: fixed-term professional consulting contract or employment contract

Expected duration: 12 months. The contract can be renewed for additional 12 months, until March 31<sup>st</sup> 2025 by consent of both parties -at latest 2 months before the expiry of each yearly contract.

Required effort: 0,5 full-time equivalent (FTE) for a total of 6 Person/Months per year of activity.

Max. Gross remuneration: 70,000 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 and accommodation expenses to be reimbursed by EMSO ERIC.

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

Reporting to: EMSO ERIC Director General.

**Job Profile:**

EMSO ERIC seeks an expert to act as Financial Officer (FO) and advisor, coordinating EMSO ERIC financial and economic matters. The FO will be involved in the following Tasks and Activities:

1. Preparation and validation of Financial Statements: (a) She/he will maintain dutifully organized records of financial activities of EMSO ERIC and compile the budget up-dates, and/or upon request. The financial statements will typically detail the cash inflows and outflows, as well as other assets (for example, in-kind contribution resources). (b) She/he will take responsibility for keeping all the documentation that supports the figures contained in the report, such as invoices and receipts, for the EMSO ERIC international auditing purposes and will ensure a balanced financial management of the EMSO ERIC.
2. Accounts Management: (a) She/he 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) She/he shoulders responsibility on paying the EMSO ERIC liabilities such as supplier's services, insurance premiums, and other accounts payables; (c) S/he attends to the financial administration needs of EMSO ERIC projects, such as Horizon EUROPE and other 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 FO manages these subcontractors and ensures that they are deployed in the most efficient manner in support of EMSO ERIC.
4. Procurement and Tendering: Is responsible for respecting the procurement and tendering policies of EMSO ERIC. She/he will be in charge of preparing the procurement



documents for interfacing with external suppliers to produce service requests. The FO 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 cash-flows.

5. Budgeting. The FO 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) to 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 and privacy regulations 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 international MBA
- Minimum five-year experience in similar position of responsibility;
- Experience in EU Research and Innovation funding programmes, EU Research Infrastructures/ National Agencies
- Understanding of structure, functioning and regulation of the European Research Infrastructure Consortia (ERICs),
- Excellent knowledge of written and spoken Italian and English and high standing in at least one more European official Language.
- Proven expert practice of private-sector and not-for-profit financial administration;
- 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);
- Ability to work under pressure and handle multiple problems simultaneously
- Ability to coordinate the efforts of teams internationally

### Working Conditions

- The main place of work will be EMSO ERIC Headquarters in Rome, Italy.
- Smart working is a common working practice
- Work can be occasionally requested online during weekends and holidays.
- Work might occasionally be requested according to short notice deadlines

### Selection Procedure

#### Application

Applicants should send

- i. a letter with the motivation to join EMSO ERIC along with his/her CV summarizing relevant experience and expertise.
- ii. names and contact information of at least two references.
- iii. CV along with a cover

Applicants must declare to have a clean criminal record.

#### Interview

The selected candidates will be notified and invited to participate in an individual interview to be held either in person or online. In the interview, the candidate will be asked to carry out hands-on test to assess his/her technical competence.

#### Application Deadlines

- i) Applications should be submitted not later than 14<sup>th</sup> January 2023 (by midnight Rome local time) by email to [recruitment@emso-eu.org](mailto:recruitment@emso-eu.org), addressed to the Director General of the EMSO ERIC, with the following subject heading: "Financial Officer Vacancy".
- ii) Any specific enquiries about this job posting should be sent to [recruitment@emso-eu.org](mailto:recruitment@emso-eu.org), specifying the term of the sought position.
- iii) Specific enquiries about this job posting should be sent to [recruitment@emso-eu.org](mailto:recruitment@emso-eu.org),



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- iv) The final outcome of the selection is expected to be communicated to all final-round candidates by February 3<sup>rd</sup> 2023.

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

