

# Vacancy

## Finance Officer



# About EIT Culture & Creativity

EIT Innovation Communities are designed as pan-European partnerships that bring together business, research centres and universities with the aim to tackle global challenges Europe faces, e.g. in Climate, Raw Materials, Urban Mobility or Manufacturing. For more please visit [www.eit.europa.eu](http://www.eit.europa.eu). The European Institute of Innovation and Technology (EIT) launched 2023 the building of the Innovation Community for the Cultural and Creative Sectors and Industries (CCSI), called EIT Culture & Creativity.

EIT Culture & Creativity's **mission** is to provide interventions to CCSI and sector-specific challenges in education, innovation and business creation and foster interdisciplinary and cross-sector collaboration. In this way, EIT Culture and Creativity unlocks the innovative potential of its fragmented ecosystem, contributing to Europe's triple transition and accelerating competitive and resilient cultural and creative entrepreneurship. We will focus on the following priority areas, each having its unique challenges and a need for intervention while representing a significant share of the EU CCSI workforce and revenue: Architecture, Audiovisual, Cultural Heritage, Gaming and Fashion.

To represent the diversity of the CCSI stakeholders, from profit to non-for-profit organizations, EIT Culture & Creativity set up a two-strand governance under German law: A non profit association (EIT CCSI e.V.) and a Limited Company (EIT Culture & Creativity GmbH), both legally registered in Cologne.

EIT Culture and Creativity GmbH (EIT CC) is funded in the first years by grants of the EIT, while the EIT CCSI e.V. receives membership fees from its partners to provide, under German law tax exempt, services for the CCSI ecosystem. However, **EIT Culture & Creativity GmbH aims to become financially sustainable and independent from public grants or membership fees over the course of 15 years**. It develops in the mid-term a portfolio of income streams from services to business and organizations in the CCSI. In the long-term EIT Culture and Creativity GmbH aims to be financial sustainable by returns from investments and equity. It aims to build a portfolio of shareholdings of approx. 15 MEUR by 2027.

For more please visit [www.eit-culture-creativity.eu](http://www.eit-culture-creativity.eu).

Are you up for this challenge?

## Specifications of the job description

EIT Culture & Creativity is looking for an experienced Finance Officer to support the Finance Manager and the CFO in building and implementing effective and efficient financial management system for the EIT Culture & Creativity. The main focus of the role will be to ensure smooth, accurate and efficient running of day-to-day finance operations for the EIT Culture & Creativity.

With an eye for detail, you are an aspiring financial professional with some experience of delivering finance operations for a multi-stakeholder, multi-national group of companies with complex funding structures.

You will be responsible for day-to-day operations of EIT Culture & Creativity in line with the EU funding guidelines as well as the shared vision of a diverse and inclusive organisation. The successful candidate will be proactive and creative, organised with an exceptional attention to detail, accuracy and clarity that will meet the needs of the EIT Culture & Creativity as it grows.

## Responsibilities

Support the Finance Manager to run effective and efficient finance operations for the EIT Culture & Creativity and its subsidiaries.

- Be a key point of contact for partners, suppliers, and other departments but in the company on day to day financial and accounting matters.
- Assist with all day-to-day financial operations within the company (including payroll, invoicing, sales and purchase ledgers, expenses claims, and month-end journals).
- Ensure all expense claims submitted by the internal staff meet the cost of legibility criteria.
- Maintain accurate financial records (Digital and hard copy as appropriate) for the company including but not limited to income and expenditure records, payroll records, funding receipts and payments.
- Perform weekly bank statement reconciliation.
- Prepare monthly General Ledger (GL) reconciliation.
- Liaise with payroll service provider to ensure staff payroll is up to date and any relevant information and claims relating to payroll submitted to the appropriate regulatory bodies.
- Work closely with our tax advisor to ensure company's (value added tax) VAT information and transactions are up to date and all relevant claims and returns for VAT are submitted to the appropriate regulatory bodies on time.
- Assist the Finance Manager and the CFO with the preparation of monthly financial reports, variance analysis and departmental reports.
- Assist the Finance Manager and the CFO in preparation of budget at an organisation level as well as individual projects.

- Assist the Finance Manager and the CFO with the annual audits and audits performed by funders from time to time.
- Other ad hoc projects and tasks assigned.

## Requirements

- Minimum of 3 years' experience in accounting/financial assistant/officer or equivalent role.
- University degree in Finance or accounting, with good knowledge of accounting practices.
- Excellent excel knowledge (e.g. vlookup; Pivot Table).
- Experience of working with financial/accounting software.
- Knowledge of German financial regulations are desirable.
- Knowledge of EU funding guidelines especially around cost eligibility and budgets is desirable.
- Ability to work autonomously and ability to work well with others with strong interpersonal skills.
- Excellent communication skills in English.
- Experience in working in international contexts.
- Proactive and enthusiastic, a team player who sees solutions and takes initiative.
  - Strong analytical and problem-solving skills.
  - Flexible attitude and strong adaptability.
  - Incredible attention to detail.
- Able to prioritise, follow through, meet deadlines, and deliver results.
- Interest and affinity for the Cultural and Creative Sectors & Industries.

## General conditions

The position is based in EIT Culture & Creativity head offices in Cologne, Germany. Remote working is possible according to the EIT Culture & Creativity company policy.

By the closing date of this call candidates must have a working permit valid to work in Germany.

No relocation expenses are assigned.

## What we offer

- An attractive salary
- An exciting and challenging position with career development opportunities in a fast-growing multinational, culturally diverse and inclusive organisation.
- Full-time position available for immediate hire.
- The position is hired on a permanent contract basis with a probationary period of 6 months.

## Diversity & Inclusion

EIT Culture & Creativity aspires to be an equitable and inclusive community. We nurture an open culture, where everyone is supported to unleash their full potential. We see inclusivity of talent as the basis of our success, and the diversity of perspectives and people as a highly valued outcome. The EIT C & C provides equal opportunities to all employees and applicants regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, functional impairment, citizenship, or any other aspect which makes them unique. We look forward to welcoming you to our community.

## How to apply

To apply, please submit by no later than 26 April, 10 pm CET to [hiring@eit-culture-creativity.eu](mailto: hiring@eit-culture-creativity.eu) the following information:

- Europass CV
- Motivational letter describing what attracts you to this role and what would make you a strong candidate.

Please also state:

- Your salary expectations
- The earliest starting date

Format: Save your CV in one single file in PDF format.

File name: Name the file according to the model "EITC&C\_first name\_last name". For example, Maria Novak would name the file, EITC&C\_Maria\_Novak.

Email title: The subject field should read "Finance HR2024".

Send your completed application to: [hiring@eit-culture-creativity.eu](mailto: hiring@eit-culture-creativity.eu).

### Timelines

Application deadline: 26 April 2024, 10 pm CET

Start: Between 15 May to 01 September 2024

### Selection Process

A Selection Committee of experts will be appointed to carry out the evaluation of applications submitted. Please note that the Selection Committee's internal proceedings are strictly confidential for avoiding conflicts of interest.

Shortlisted candidates are invited to virtual interviews in the first round and to a personal interview in the next round at EIT Culture & Creativity with the Selection Committee. Candidates may be asked to provide proof of qualifications, background, skills, and experiences by providing relevant documents.

## **Privacy notice**

Data protection is secured according to the European General Data Protection Regulation GDPR (Directive 95/46/EC)

The applications will be stored by EIT Culture & Creativity online and will only be shared with individuals involved in the selection process.

Applicants can be contacted by EIT Culture & Creativity and/or applications can be considered for other job vacancies published by EIT Culture & Creativity.

## **Conflict of Interest**

In case of potential conflict of interest, the applicant as well as members of the Selection Committee are obliged to announce this circumstance immediately, latest at the beginning of the interview. The member of the Selection Committee affected must then abstain from interviewing and voting on the respective candidate.