



Request for Proposals

Interim Finance Manager

29/10/2025

Procedure timeline	Type of procedure	Maximum budget
29/10/25 - publication 11/11/25 – deadline 14/11/25 – results	Open	140 000 EUR

Applications should be submitted through [this form](#). Applications received through another channel won't be accepted.

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About EIT Culture & Creativity

EIT Culture & Creativity is the institutional partnership dedicated to transforming **European cultural and creative sectors and industries** (CCSI) to be more sustainable, resilient, and competitive.

Launched in 2023 by the European Institute of Innovation and Technology, an EU body, we provide access to funding, knowledge, and tailored support. As part of the largest European innovation network, we build **lasting connections between research, industry, academia, and cultural institutions**.

Our vision is to fundamentally strengthen the CCSI as a vital force for transformation—economically, socially, and environmentally.

Our mission is to drive responsible growth in and beyond the CCSI **through innovation, education, business creation, and societal transformation**.

Our first focus is on five key areas: **architecture, gaming, fashion, cultural heritage, audiovisual and media**. We support innovators every step of the way to scale their ideas, translate innovation into impact, and redefine what entrepreneurship means today.

We are present across 30 countries, with our HQ in Cologne, and Regional Hubs in Amsterdam, Barcelona, Bologna, Helsinki, Košice, and Vienna — building **a powerful ecosystem** that transcends silos, sectors, and localisation.

We believe that culture and creativity are not luxuries, but a critical infrastructure for resilience, renewal, and economic growth. Whether you are a creative innovator, a company, a university, a research centre, a cultural institution, an investor, a policymaker, a civic leader, or someone on a learning journey, we invite you to join us in **imagining desirable futures for Europe**.

Find out more at www.eit-culture-creativity.eu.

The context

EIT Culture & Creativity is seeking a skilled and proactive **Corporate Finance Manager** (m/f/d) to support the Head of Finance in establishing and operating an effective, efficient, and compliant financial management system.

This role is critical to ensuring the smooth, accurate, and timely execution of day-to-day financial operations within a complex, multi-stakeholder, and multi-national environment. The successful candidate will bring strong experience in managing finance operations for organizations with complex funding structures, preferably with knowledge of EU funding guidelines.

You will play a key role in supporting financial planning, compliance, and reporting in line with the strategic objectives and inclusive values of EIT Culture & Creativity. This is an exciting opportunity for an aspiring finance professional with excellent attention to detail, strong organizational skills, and a collaborative mindset to contribute to a growing innovation community at the intersection of culture and creativity across Europe.

This role is designated as a permanent, full-time position. In light of the immediate operational requirements, an Interim Manager will be appointed to temporarily fulfil the responsibilities of the role until a suitable permanent candidate has been identified and appointed.

For this project EIT Culture & Creativity invites for submitting a Proposal for the position of **Interim Corporate Finance Manager**.

Budget: Maximum of up to €140,000 (VAT excluded).

This is an initial contract that **may be extended or renewed** afterwards if the collaboration is successful and there is further need of support.

The mission

Key Responsibilities:

- Preparing monthly financial reports, including variance analysis and departmental budget tracking.
- Leading the budgeting and forecasting processes in coordination with departmental leads.
- Developing and maintaining accurate cash flow forecasts to ensure sufficient liquidity and forward planning.
- Monitoring the financial performance and compliance of subsidiaries within the EIT Culture & Creativity group.
- Managing banking relationships and overseeing interactions with financial institutions.
- Preparing financial reports and presentations for the Management Team, governing bodies, and other stakeholders.
- Performing weekly bank reconciliations and monthly General Ledger (GL) reconciliations to ensure accuracy and completeness.
- Acting as the key finance contact for Directors and senior leadership, providing decision-making support.
- Overseeing all day-to-day financial operations, including payroll, vendor payments, travel reimbursements, and month-end journals.
- Reviewing expense claims submitted by staff to ensure compliance with cost eligibility criteria, especially under EU funding rules.
- Driving the continuous improvement of financial systems, processes, and internal controls to enhance efficiency and transparency.
- Liaising with local payroll providers to ensure timely and accurate payroll processing and compliance.
- Collaborating with tax advisors to ensure accurate VAT reporting and timely submission of all required tax returns and claims.
- Supporting Cross-KIC activities by contributing to the development of joint procedural documents and harmonized financial frameworks across multiple KICs.
- Assisting with annual audits and donor/funder audits (e.g. from EIT or Horizon Europe) as required.

Profile:

Qualifications & Experience

- Several years of experience in a similar finance or accounting role, ideally in a multi-entity or international environment.
- University degree in Finance, Accounting, or a related field.
- Solid understanding of accounting principles and financial regulations.
- Proven experience with ERP systems (e.g. Oracle, SAP) and excellent proficiency in Microsoft Excel (e.g. VLOOKUP, Pivot Tables).
- Good knowledge of German financial regulations.
- Familiarity with EU funding guidelines, particularly regarding cost eligibility and budget management, is desirable but not essential.
- Native German speaker or candidate with extensive professional experience using the German language and good command of English (written and spoken), as it is the regular working language of the organization.

The timeline

Opening of the procedure	October 29
Closing of the procedure	November 11
Communication of the results	November 14
Standstill and appeal period	3 days
Award of the procedure	November 17
Signature of the contract	November 17

During the time of the procedure, the EIT Culture & Creativity team will receive questions via email (hiring@eit-culture-creativity.eu) and will seek to provide an answer within 24 hours from Monday to Friday.

The evaluation

Proposals received by **11 November at 23:59 CET** will be evaluated by a three-person selection committee. Each criterion will be scored individually (1 = low, 5 = high).

Criteria #	Description	Weight
Experience	Demonstrated experience in key responsibilities.	50%
Methodology and approach	Understanding of the brief and clarity of the proposed approach.	25%
Cost of service	Value for money and transparency of costs.	25%
Total		100%

Proposal(s) received after the deadline will not be evaluated.

The selection committee is not obliged to award or contract an offer.

The offer from the tenderer

The tenderer has to be an individual, working for an organization that can invoice in the EU.

Tenderers are required to submit a comprehensive proposal including:

1. **Portfolio and/or CV** highlighting relevant experience.
2. **Methodology & approach**: description of your approach to delivering the requested services.
3. **Budget proposal** in daily and/or hourly rate.
4. **2-3 References** if not already mentioned in CV.
5. Any other elements you consider relevant.

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Please note: Costs incurred in preparing and submitting the proposal will not be reimbursed.

General terms and conditions

All proposals will be treated confidentially, and any personal or other data is treated in accordance with applicable GDPR rules.

- The information that EIT Culture & Creativity will provide in the context of this procurement procedure in writing or verbally is considered confidential and should not be disclosed to any other external parties without prior written approval from EIT Culture & Creativity.
- The final Framework Agreement may be subject to further negotiation if so required.
- Data protection rules are followed according to GDPR.
- It is expected that the relationship between EIT Culture & Creativity and the selected applicant will respect the principle of fairness and loyalty in the execution of the procurement procedure and during the lifetime of the contract.

Appeal procedure

SUBMISSION OF APPEAL

(a) Interested parties who wish to lodge an appeal must do so in writing within three business days [3] from the date of November 14, 2025.

(b) Appeals must be submitted to the designated contact person specified in the RFP documentation.

CONTENT OF APPEAL

(a) Detailed description of the grounds for appeal.

(b) Supporting evidence and documentation.

(c) Contact information of the appellant for communication purposes.

REVIEW COMMITTEE

(a) A review committee will be appointed to oversee the appeal process.

(b) The review committee will be comprised of three members not involved in the evaluation committee to ensure impartiality in evaluating the appeal.

REVIEW PROCEDURE

Upon receipt of an appeal, the review committee will promptly acknowledge its receipt and commence the review process.

The review committee will conduct a thorough examination of the appeal, including:

(a) (b) (c) Assessing compliance with EIT CULTURE & CREATIVITY procurement rules and relevant national legislation.

Evaluating the merits of the grounds for appeal and supporting evidence provided.

The review committee may request additional information or clarification from the appellant or the contracting authority, if necessary.

DECISION MAKING

- (a) The review committee will render a decision on the appeal within seven calendar days from the date of receipt.
- (b) The decision will be communicated in writing to the appellant and the contracting authority.
- (c) If the appeal is upheld, the review committee may recommend appropriate remedial actions, which may include re-evaluation of bids, correction of errors, or other measures to address the concerns raised in the appeal.

CONFIDENTIALITY AND TRANSPARENCY

- (a) The appeal process will be conducted with utmost confidentiality to protect sensitive information and ensure fairness to all parties involved.
- (b) However, to promote transparency and accountability, the review committee's decisions may be published in anonymised form, excluding any confidential information.

FINALITY OF DECISIONS

- (a) (b) The decisions rendered by the review committee shall be final and binding on all parties involved. There shall be no further recourse or appeal against the decisions of the review committee, except as provided for by applicable law.

COSTS AND EXPENSES

- (a) Each party shall bear its own costs and expenses incurred in relation to the appeal procedure, unless otherwise determined by the review body.

CONTINUATION OF PROCUREMENT PROCEDURE

- (a) The procurement process may continue during the pendency of any appeal, unless otherwise decided by the review committee or required by applicable law.

Conflict of Interests

The conflict of interest is defined as all measures to prevent any situation where the impartial and objective implementation of the service could be compromised for reasons involving family, emotional life, political or national affinity, personal economic interest or any other direct or indirect interest ('conflict of interests').

They must formally notify EIT Culture & Creativity without delay of any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation.

The tenderers and EIT Culture & Creativity must ensure to collaborate and exchange information respecting fairness, transparency, and equal treatment for all parties engaged. It is expected that:

- The tenderer ensures to EIT Culture & Creativity that it is not engaged in a EIT Culture & Creativity funded project, nor engaged in the preparation of an EIT Culture & Creativity proposal;
- The tenderer has no link with any of the person within the EIT Culture & Creativity organisation and cannot access material or information on an exclusive basis;
- The tenderer has no unfair advantage given by a current employee of EIT Culture & Creativity;
- The tenderer will not contact, nor approach any member of the selection committee, nor employee of EIT Culture & Creativity to obtain additional information and/or exclusive information;
- The tenderer will answer the RFP with fairness.

The tenderer, or employee of EIT Culture & Creativity must informed immediately the contact person of the RFP if any irregularity is identified.

The tenderer acknowledges the code of conduct of EIT Culture & Creativity, publicly available on the website: <https://eit-culture-creativity.eu/about-us/the-library/>

Contract

The final award does not yet constitute the contract. The contract will be concluded at the time of signature by the tenderer and EIT Culture & Creativity. The winning tenderer will be sent the contract to be signed, indicating the deadline by which the signed contract should be returned to EIT Culture & Creativity.

The invoicing will be based on a mutually agreed schedule; it will be detailed in the contract.

EIT Culture & Creativity reserves the right, at its sole discretion, to utilize the allocated budget in full or in part, without giving rise to any entitlement to full utilization or disbursement of the maximum budget.

The awarded tenderer will ensure to provide its services always being GDPR compliant and will guarantee to EIT Culture & Creativity, even at the tender stage, that there are the needed safeguards.

For any information contact hiring@eit-culture-creativity.eu