

ERTICO – ITS Europe is a European public-private partnership with >120 members from eight different sectors: service providers, vehicle manufacturers, suppliers, traffic and transport industry, research institutions, public authorities, user organisations and the connectivity industry. As a leading voice in Intelligent Transport Systems (ITS), we empower intelligent, safe and resilient mobility for an inclusive and sustainable society. We contribute and facilitate innovative solutions and services through EU-funded projects, innovation platforms, international cooperation, advocacy, and the flagship ITS Congresses.

**We are currently seeking to recruit a full-time position
based in Brussels for our Finance & Administration department**

FINANCE & ADMINISTRATION SENIOR OFFICER

English/French

Our Finance and Administration Senior Officer acts as a key player in the financial & Administration processes of EU Projects and corporate activities. He/She is passionate about his work and brings great added value to ensure the smooth delivery and control of our projects and corporate activities. He/She Works closely with colleagues and plays an active role by compiling, recording, controlling and reporting ad hoc information.

Your main responsibilities:

- Manage the financial lifecycle of EU-funded projects from grant signature to project closure;
- Monitor EU Project actual costs and forecast against budgeted costs, and ensure their compliance with EU funding rules, Belgian accounting principles and internal procedures;
- Act as a financial point of contact for consortium partners, providing guidance on financial reporting and project-related financial matters;
- Contribute to financial sections of the technical reports (including charts, analysis and deviations);
- Calculate, monitor and coordinate the distribution of EU project funds;
- Act as a contact point for external auditors for EU project audits (CFS);
- Contribute to accounting activities, year-end closing and annual financial reports for EU Projects and corporate activities;
- Contribute to the continuous improvement of financial and administrative systems, and update, when necessary, internal guidelines;
- Ensure the administrative & financial follow-up of suppliers and corporate contracts;
- Provide a back-up for other tasks of the department.

Your expertise and knowledge to the role:

- Have at least 5 years' experience as financial management of EU-funded projects;
- Good knowledge of EU financial rules & Guidelines;
- Have a background in handling budgets and confidential administrative and financial data;
- Excellent knowledge of both English and French (written and oral);
- Excellent knowledge of MS office tools & Odoo ERP software;
- Multi-tasks-accurate-discreet-reliable-service minded-proactive-flexible
- Demonstrate a high attention to details and deadlines;
- Ability to work on own initiative and within a team ;
- Good knowledge and practice with computing systems;
- Aligned with our values.

At ERTICO, our culture is rooted in strong core values which guide our daily ambition and drive the meaningful work we do with our Partners across the transport and mobility sector.

As part of our team, we offer:

- An excellent working opportunity in a dynamic international environment with a multi-cultural team
- An attractive extra-legal benefit package along with the salary
- A culture of continuous learning and visionary working atmosphere where we empower our team members to grow, innovate, and adapt to the ever-changing mobility landscape
- A work environment based on intellectual curiosity where our values (cooperative, passionate, impactful, open and visionary) embrace everything we do to achieve our vision
- A highly skilled team with diverse expertise and "learn-it-all" mindset
- A visionary working atmosphere which aims to be positively impactful for you, your skills and career development
- A Visionary working atmosphere which aims to be positively impactful for you, your skills and career development.
-

Please send your **CV** and **motivation letter** to recruitment@mail.ertico.com

We aim to ensure a transparent, respectful, and inclusive recruitment process as an **equal opportunity employer** committed to diversity and inclusion. All qualified applicants are considered regardless of background or identity. All applicants receive a formal acknowledgement of their submission. The successful candidates will be invited to a first interview with the prospective supervisor.

 ertico.com/  <https://www.linkedin.com/company/ertico/>