

Position Announcement · February 2022

Finance and Administration Officer for EU, FFG and Commercial R&D Projects Full- or Part-Time Position in Vienna, Austria

Pursued together with leading media, technology and industry partners across Europe, our R&D projects are supported by the European Union's *Horizon 2020* and *Horizon Europe* programs, the *Austrian Research Promotion Agency* (FFG) and other competitive funding schemes. These research projects (www.weblyzard.com/research) help to build award-winning showcases together with international organizations such as the *United Nations Environment Programme* (UNEP) and *NOAA Climate.gov* (www.weblyzard.com/showcases).

Job Description

We seek an outstanding candidate to join our team at our office in the heart of Vienna's 9th district. As part of a dynamic, international and interdisciplinary team, you will play a key role in preparing and managing project budgets, controlling expenditures, ensuring the efficient use of resources, regular financial reporting to funding agencies, human resource management, event organization, public relations, dissemination and exploitation activities, as well as ensuring efficient office workflows.

Desired Expertise

- Budget and resource planning, controlling and accounting principles
- Strong analytical skills with attention to detail
- *MS Office* and *Google Workspace*, especially spreadsheet applications
- Excellent command of English, proficiency in German desirable
- Positive team spirit paired with an independent, pragmatic and reliable working style

Optional Expertise

- Funding, reporting and audit preparation guidelines (e.g. EU, FFG, etc.)
- Human resources incl. time management and planning
- Experience with FFG eCall and the EU Participant Portal
- Authoring of press releases and Web pages; management of social media channels

We offer varied and responsible tasks in a dynamic and international team where your own ideas and initiatives are welcome. Working hours are flexible, with the possibility of home office days. Salaries are based on qualifications and experience, e.g., EUR 45,000 gross per year (full-time, 40h) for candidates with a recently completed Master's degree and one year of work experience.

Modul University and *webLyzard* are equal opportunity employers and strongly encourage qualified women to apply (the successful candidate will have a joint affiliation with both organisations). Please send your application including cover letter, CV and academic transcript to careers@weblyzard.com (in English or German, preferably as a single PDF file not exceeding 8 MB).