



Grants Finance Officer

The Extreme Light Infrastructure (ELI) is the world's largest and most advanced high-power laser research infrastructure. As an international user facility dedicated to multi-disciplinary science, ELI provides access to world-class high-power, high-repetition-rate laser systems and enables cutting-edge research, as well as breakthrough technological innovations. The ELI organization is multi-site with two complementary facilities: ELI Beamlines in Dolní Břežany (Czech Republic) and ELI ALPS in Szeged (Hungary).

We are seeking to fill the position of Grants Finance Officer, an experienced finance professional with strong expertise in grant accounting, financial reporting, and compliance. This role is pivotal in ensuring the accurate financial management of national and international research grants, adherence to funder rules and accounting standards, and effective coordination with scientific, administrative, and external stakeholders. The Grants Finance Officer will play a key role in supporting the definition and implementation of efficient processes for the financial management of ELI ERIC's grants portfolio.

What will be your role:

As a Grants Finance Officer, you will be responsible for the financial management and oversight of EU-level and national grant-financed projects. You will oversee budget preparation, expenditure monitoring, and financial reporting, ensure full compliance with the financial rules of the funding bodies, monitor project budgets and analyse variances, prepare accurate and timely financial reports, support internal and external audits, manage the financial aspects of grant applications and grant agreements, collaborate closely with project managers, researchers, and administrative teams throughout the full project lifecycle, and contribute to the continuous improvement of grants-related financial processes and systems to enhance efficiency, accuracy, and compliance across the organization.

The main activities of the role are:

- Overseeing the financial administration of EU-funded and national projects, e.g. Horizon Europe projects, including budget development, expense tracking, and financial reporting, and supervise the team of grants specialists responsible for the daily financial administration of ELI ERIC's grants portfolio.
- Ensuring adherence to the financial regulations and guidelines set by funding agencies or regulatory bodies.
- Monitoring project budgets, track expenses, and provide regular reports to project managers and senior management.



- Coordinating and supporting internal and external audits and compliance reviews related to EU-funded and national projects.
- Managing financial aspects of grant applications and grant agreements.
- Collaborating with project managers, researchers, and other stakeholders involved in grant-related activities.
- Assessing and improving financial processes and systems to enhance efficiency, accuracy, and compliance.

We expect you to have:

- Bachelor's degree in Finance, Accounting, or a related field. A master's degree in a relevant field is preferred.
- A minimum of 5 years of experience in financial management and administration, with a focus on EU-funded research programmes and national programmes.
- In-depth understanding of financial regulations, guidelines and reporting related to EU-funded programmes.
- Proven experience in budget management, financial reporting, and grant administration. Strong analytical and problem-solving skills.
- Proficient in financial management software, spreadsheet applications, and SAP system. Experience with project management tools is a plus.
- Excellent verbal and written communication skills, with the ability to effectively present financial information to diverse audiences.
- Strong attention to detail and accuracy in financial reporting and analysis.
- Ability to work collaboratively in a multidisciplinary team and build strong working relationships with stakeholders.
- Flexibility to work in a dynamic research environment with evolving project requirements and deadlines.
- Proficiency in English required with at least one additional European language.

We offer:

- A stimulating environment in a cutting-edge international research facility located in Dolní Břežany, just outside Prague (with good public transport connections).
- Opportunity to grow and develop knowledge and skills.
- A competitive remuneration package.
- Full-time employment.
- Start date at the earliest opportunity.



To apply, please send your CV and all relevant supporting documents to tomas.zabrodsky@eli-laser.eu, highlighting your experience and motivation for the role.

Your personal data will be processed in accordance with the applicable legal regulations. By submitting your personal data you agree with their potential transfer to third parties (recruitment and headhunting specialists), for the purposes of assessment and evaluation for the job positions listed on this website. Such transfer is only temporary, realized in accordance with the applicable legal regulations and your personal data will be deleted once the legal relationship with the processor ends. For more information on the processing of your personal data go to the official ELI ERIC website https://www.eli-laser.eu/media/3084/qdpr_general-info_website.pdf.