

# Administrative and Financial Manager – European Project

## Job Profile

**Job-type** Administrative and Financial Manager

**BAP** J – Management and Steering

**Missions** Conducts the Administrative and Financial management of the European Joint Programme on Rare Diseases (EJP RD)

**Main activities**

- Participate in the annual administrative and financial programming of EJP RD
- Plan, organise and execute the financial and administrative follow-up of the programme
- Check, confirm and justify the eligibility of the programme attributed expenditures
- Monitor the performance of the administrative and financial execution according to contractual terms
- Consolidate technical reports in liaison with both the “Direction of the Genetic Genomic and Bioinformatic thematic institute” and the “INSERM regional Delegation Paris 6” for the financial follow up
- Set-up indicators and tools for the administrative and financial monitoring
- Prepare amendments to Grant Agreement related to financial aspects and guided by the programme revenue and expenditure
- Contribute to the preparation of annual and final reports to the European Commission
- Ensure the distribution of the European Commission contribution to the consortium partners
- Coordinate the development/ simplification of procedures and tools dedicated to European projects
- Inform and Assist partners, and ensure the implementation of the administrative and financial procedures defined in both the Grant and Consortium agreements
- Support the interfacing between the project partners and the European Commission

**Associated activities**

- Conduct a follow up of the state-of-the art of the relevant regulatory and legal provisions
- Pilot training of partners for administrative and financial aspects

**Knowledge**

- In-depth knowledge of public finances (financial and accounting rules and procedures)
- Good knowledge of public and analytical accountancy rules
- Knowledge about the organisation and management of public research

**Know-how**

- Master the administrative and financial set-up of the European projects
- Monitor income and expenditure
- Plan the activities taking into account the constraints and deadlines
- Produce and present summary statements
- English fluency (written, read and spoken)
- Maintain a comprehensive filing system
- Regularly report on the actions carried out, and on any difficulties encountered
- Master the relevant computing tools and applications

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Methodical, independent, rigorous and organized</li> <li>• A driving force behind proposals</li> <li>• Very good capacity for analysis and synthesis</li> <li>• Good writing skills</li> <li>• Good interpersonal skills</li> <li>• Being accountable</li> </ul>
<b>Specificities/ Constraints</b>	<p>Numerous interactions:</p> <ul style="list-style-type: none"> <li>- Internal: <ul style="list-style-type: none"> <li>○ As an EJP RD team member, with the “Direction of the Genetic Genomic and Bioinformatic thematic institute” and the team members</li> <li>○ With the “INSERM Regional Delegation Paris 6”: support functions to the Regional Delegation (Finances, HR, Legal Affairs, etc.)</li> </ul> </li> <li>- External: with the European Commission and EJP RD partners</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>• Minimal experience of 5 years in the management of European projects. English fluency (written, read and spoken)</li> </ul>
<b>Requested graduation</b>	<ul style="list-style-type: none"> <li>• A minimum of + 4/5 year higher education diploma, preferably in the management of international projects</li> </ul>
<b>Hosting Structure</b>	
<b>Unit Code</b>	
<b>Title</b>	
<b>Responsible</b>	
<b>Composition</b>	
<b>Address</b>	Hôpital Pitié Salpêtrière, 75013 Paris, France
<b>Regional Delegation</b>	Paris 6
<b>Contract</b>	
<b>Type</b>	Fixed Term Contract
<b>Durée</b>	3 years
<b>Remuneration</b>	<p>Application of INSERM salary scale for contract staff:</p> <p>Gross Monthly Salary starting from 2138 € (to be discussed), then capitalization on the professional experience gained</p>
<b>Suitable start date</b>	01/01/2020

## How to apply

Please send your CV and motivation letter to:

- Daria Julkowska
- E-mail: [coordination@ejprarediseases.org](mailto:coordination@ejprarediseases.org)