

VACANCY NOTE

Job title:

Administrative and Financial Officer

ERINHA AISBL

[European Research Infrastructure on Highly Pathogenic Agents]

Location Central Coordinating Unit, Paris, France

Duration 1 year full-time contract, renewable.

Expected starting date: ASAP

The European Research Infrastructure on Highly Pathogenic Agents (ERINHA-AISBL) is a distributed life sciences research infrastructure meant to advance research on highly infectious emerging and reemerging diseases (Ebola, Lassa, etc...) by providing access to its high containment laboratories, expertise and functions.

ERINHA operates under AISBL (International Non-Profit Association under Belgian Law) legal statutes. The Central Coordinating Unit (CCU) is in charge of all infrastructure operations including strategic, financial, and legal issues. strategic and operation actions of the infrastructure.

The activity of ERINHA-AISBL, International Non-Profit Association dedicated to research on highly pathogenic agents (Ebola, Lassa, etc...), is constantly growing. We are therefore creating a new position and need a skilled and motivated **Administrative & Financial Officer** to join ERINHA's Central Coordinating Unit in Paris, France, for an initial period of one (1) year, with a possibility of renewal. ERINHA is an inclusive, equal-opportunity employer offering attractive conditions and benefits.

Please note that applications are expected in English (CV and Cover Letter). Applications in any other language will not be considered.

JOB DESCRIPTION

Reporting directly to the Director General, you will be in charge of managing all administrative, accounting, financial, fiscal and legal affairs. You may be required to coordinate with pre-arranged consultancy firms for some tasks.

Your role in operating ERINHA will be crucial and you will autonomously implement the tools and actions necessary to successfully complete your missions, which include:

- Managing all administrative, accounting, fiscal and legal affairs
- Managing the payroll (pay stubs, contracts, health insurance, pension contributions, taxes, etc...)
- Managing and reporting on ERINHA's budgets, including European grants
- Establishing ERINHA's provisional budgets, accounting and fiscal balance sheets, and assisting with audits

- Participate to the CCU team and work collaboratively with other CCU members to improve the infrastructure

PROFILE

You have an advanced degree in Accounting & Finance and at least 5 years of professional experience as Administrative & Financial Officer.

You are able to easily communicate in English and in French with your co-workers and ERINHA's international collaborators.

A previous experience in managing European grants and some knowledge in operating an International Non-Profit Association will be strong assets.

Please send your full application (CV + cover letter) **in English** to contact@erinha.eu no later than 31 January 2020. Do not hesitate to provide us with any additional documents that you deem relevant to support your application (qualifications, references, etc...). These can be communicated to us in French.