

To ensure flawless administration processes and to maintain and further develop its high-quality basic research, the Gregor Mendel Institute of Molecular Plant Biology is as of now looking for an experienced and dedicated:

GRANT MANAGER (F/M/X) PART TIME (20-25 h/week)

In this position you will manage the overall grant efforts to guarantee an effective and efficient grant process by planning and implementing grants from their application to approval and utilization. In particular, you will be responsible for administering the grants for the scientific group leaders. You will act as an interface between the involved departments (e.g. accounting or HR) internally and externally, always in close contact with the scientific group leaders.

- Managing and supporting the grants requirement and implementation for the organization: Financial planning of the grant for the project application (in coordination with the scientific applicant of the project, grant offering institution and in some cases with the project coordinator)
- Monitoring spending on the grant in coordination with accounting and scientific project applicant
- Preparation of the monthly budget overview regarding the grants (expenditures for personnel and consumables, calculation of estimated future costs, calculation of remaining budget)
- Cooperation with controlling regarding budget planning - analyze
- Regular retrieval of FWF money from the institution to the employer's bank account
- Communication with ÖAW, FWF, EU, with the grant offering institution and in some cases with project partners
- Administration assistance to the scientific project owner (collection and revision of timesheets, collection of scientific written report, revision of the existent contracts)
- Preparation of yearly financial reports (FWF, EU and other organizations) and documents for Audits.
- Working with H2020 preparation of data sheets and calculating of personal costs in case of an Audit, support to the auditors and disclosure of certain documents (invoices, travel costs, payment slips)
- Responsible for the final approval of the required financial statements for all closing periods
- Provide detailed reports with respect to the organization's progress to the funders and lists for ÖAW, Controlling, Year End Report
- Calculation of project overheads for the quarterly financial closing and the year end financial closing
- Update on new information concerning grant guidelines
- Identify and develop strategies to optimize the grants administration process

JOB REQUIREMENTS

- Certificate in education with relevance for position; of advantage: university degree in commerce or a similar qualification
- 3 years of relevant work experience – proven know how in accounting or controlling is an asset
- Excellent project management skills with experience in managing and supervising administrative projects
- High ability to perform in cross-functional team approach and job responsibilities
- Excellent organizational skills as well as presentations skills
- Strong command over written and verbal communication including excellent interpersonal skills
- High reliability and confidentiality
- Possess good knowledge of planning and strategizing financial and budgeting issues as well as a high level of numeracy
- Ability to work in a multicultural environment and sensitivity for diversity
- Excellent English and German language skills
- Proficient in using Microsoft office software (on Windows operating system) and Excel in particular
- Multi-tasker with strong ability to prioritize work, meet deadlines and produce quality results on time with attention to detail
- Driven by the grant management role and successful and individual interaction with scientific group leaders

The GMI OFFERS

- A long-term position in a dynamic international environment
- On-campus Child Care Center
- A modern workplace with excellent accessibility by public transport
- On-site cafeteria

The annual gross salary (FTE) for this position ranges around € 50.000 - the willingness to overpay according to your qualifications and relevant job experience if of course given. Attractive benefits such as pension provision, campus childcare center, subsidized cafeteria, training and further education fees are also offered.

Are you interested? We look forward to receiving your application (CV & cover letter in English). Please send all application materials to Mag. Birgit Wandrak (birgit.wandrak@talentor.com).