



Position: Accounting & Financial Officer

Ref No.: ERA-AF-02

Category: Full-time employment

Location: ERATOSTHENES Centre of Excellence, Limassol Cyprus

The ERATOSTHENES Centre of Excellence (ECoE) (www.eratosthenes.org.cy) of the Cyprus University of Technology (www.cut.ac.cy) is seeking an Accounting & Financial Officer to join its fast-growing team of passionate and enthusiastic professionals. This position is open on a full-time employment basis (100%).

This position is open to everyone internationally in the framework of the EU-H2020 "EXCELSIOR" project (Excellence Research Centre for Earth Surveillance and Space-Based Monitoring of the Environment; <https://excelsior2020.eu/>; TEAMING Grant no. 857510). Through this project, the Cyprus University of Technology is establishing the ERATOSTHENES Centre of Excellence in Space Technology, Earth Observation and Geospatial Technology in the EMMENA (Eastern Mediterranean Middle East North Africa) region, in cooperation with the Department of Electronic Communications (DEC) from the Deputy Ministry of Research, Innovation and Digital Policy (Cyprus) and with EU advanced Partners the German Aerospace Centre (DLR, Germany), TROPOS (Germany) and the National Observatory of Athens (NOA-Greece).

The ERATOSTHENES Centre of Excellence is an autonomous Centre of Excellence with Cyprus University of Technology (CUT) as its sole stakeholder, aiming to become a viable, sustainable Centre of Excellence in earth observation, space technology and geospatial analysis. CUT has a 13-year experience in earth observations and geospatial analysis. Through the "EXCELSIOR" H2020 Teaming Project (2019-2026), the ERATOSTHENES CoE aspires to become an excellent Digital Innovation Hub for Earth Observation and Geospatial Information by offering education, responsible research, open innovation and application services capable of sustaining Cyprus' development. The ERATOSTHENES CoE aspires to actively contribute to the European Research Area (ERA) priorities in Atmosphere and Climate, Resilient Societies and Big Earth Data Analytics, as well as to become the reference Earth Observation/Geoinformation Centre for research and innovation in the Eastern Mediterranean, Middle East and North Africa (EMMENA) region.

Main Duties and Responsibilities

1. Exercise an active role in the development of the organization-wide strategy of ERATOSTHENES Centre of Excellence, working towards meeting its mission goals, promote a vigorous research environment and foster inter-departmental effective collaboration;
2. Articulate the Centre's research agenda in close collaboration with its Executive Team;

3. Formulate and regularly update the ERATOSTHENES Centre of Excellence Centre Financial Strategy, in consultation with the Departmental leaders and the Consortium Partners of the ERATOSTHENES Centre of Excellence project;
4. Manage all accounting operations based on GAAP;
5. Prepare the Centre's budget and financial forecasts;
6. Publish financial statements on time;
7. Conduct month-end and year-end closure processes;
8. Collect, analyse, summarise and present account information;
9. Compute taxes and prepare tax returns, balance sheet, profit/loss statement, etc;
10. Develop periodic reports for management;
11. Audit financial transactions and document accounting control procedures;
12. Keep information confidential and secure ensuring compliance to regulatory requirements;
13. Stay up-to-date with applicable financial policies, regulations and legislation;
14. Ensure ERATOSTHENES Centre of Excellence's integrity and compliance with the legal environment at the National as well as the European level (e.g., European Code of Conduct for Research Integrity etc);
15. Engage with governmental and industry bodies to raise the profile of ERATOSTHENES Centre of Excellence as a research-intensive institution;
16. Ensure that the KPIs and other performance targets as set by the Centre are delivered;
17. Any other relevant duties deemed necessary.

Qualifications, Experience and Skills

1. University degree in accounting and finance;
2. 2-5 years of progressive experience in general accounting;
3. Thorough knowledge of accounting and corporate finance principles and procedures;
4. Experience with accounting software packages;
5. Experience in financial management and reporting for public funding or EC funds (e.g. Horizon 2020 grants) will be considered an advantage;
6. Professional qualifications (CPA or CMA) preferred;
7. Proficient in Excel and other MS Office products;
8. Proven work experience as a cost accountant or in a relevant field;
9. Fluent in English and Greek (written and spoken);
10. For non-EU applicants a work permit will be required.

Profile and Personal Attributes

1. Strong organizational skills, attention to detail and confidentiality;
2. Ability to multitask in a fast-paced environment;
3. Ability to meet tight deadlines;
4. Strong interpersonal and communication skills;
5. Trustworthy and committed;
6. Self-motivated to achieve targets;
7. Adherence to National and European legal framework;
8. Physical presence in the designated area of employment of the Centre in Cyprus.

Benefits

An attractive remuneration package will be offered to the successful candidate according to qualifications and experience.

Submission and Treatment of Application

Interested candidates must submit their application comprising of all documents listed below via email to vacancies@eratosthenes.org.cy, conspicuously entering in the subject line: ***“Application for Position: Accounting & Financial Officer”***

1. Cover letter clearly specifying availability date for full time employment;
2. Detailed *Curriculum Vitae* (including contact details);
3. A document of up to five pages explaining how the candidate’s motivations match ECoE’s aspiration:
 - *Short and long-term plan of action regarding the Centre of Excellence and the accounting and financial strategy to be followed and implemented;*
4. Scanned or electronic copies of degree certificates and relevant qualifications. True copies of the originals will be requested for the shortlisted candidates;
5. Full contact details (including postal and email addresses) of three referees. For the short-listed candidates, the referees will be asked to submit Letters of Reference.

If you have previously applied for any position at ERATOSTHENES Centre of Excellence, a new application is required.

Deadline for submitting the application: no later than Friday 25 September 2020 at 14.00 CYPRUS TIME. Late applications will not be taken into consideration.

Review of applications will begin immediately after this deadline and all applicants will be notified accordingly.

For general inquiries, applicants may contact the ERATOSTHENES Centre of Excellence, at vacancies@eratosthenes.org.cy

It is noted that:

- For non-EU applicants a work permit will be required;
- Applications will be treated in strict confidence. All information provided will comply with the General Data Protection Regulation (GDPR) of the European Union;
- The job requires that the Accounting & Financial Officer is or becomes a resident in the area of employment;
- The ERATOSTHENES CoE adopts an equal opportunity policy at recruitment and the subsequent career stages and encourages both genders to submit an application for all levels of Academic and Administrative Staff;
- The ERATOSTHENES CoE does not discriminate in any way on the basis of gender, religion or belief, ethnic, national or social origin, age, physical ability, marital status and sexual orientation.

The employment of the successful candidate will start upon approval of the contract amendment for including ERATOSTHENES CoE as a new partner in the “EXCELSIOR” H2020 consortium.

CONSORTIUM



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