**JOB OFFER**

**Administrative and Financial Officer M/F  
ERINHA AISBL  
[European Research INfrastructure on Highly pathogenic Agents]**

**Location:**  Paris, France

**Contract type:** Full-time permanent executive position

**Starting date: 02 September 2024**

The COVID-19 pandemic has demonstrated how crucial research is for public health. ERINHA (**E**uropean **R**esearch **In**frastructure on **H**ighly pathogenic **A**gents) is an International Non-Profit Association dedicated to research on infectious diseases caused by highly pathogenic agents. The Association's headquarters is in Brussels and its Central Coordination Unit (CCU) based in Paris. ERINHA’s aim is to promote and facilitate research on emerging infectious diseases by providing scientists with high containment research services. ERINHA also participates in major European programs funded by the European Union to advance research on these highly pathogenic agents.

Due to retirement, we are currently looking for a qualified and motivated **Administrative and Financial Officer** to join the CCU in Paris, France under a Permanent Contract. The position is scheduled to start on September 2, 2024, but could be advanced by mutual agreement.

ERINHA offers a non-discriminatory work environment and employment conditions related to its sector and the candidate's level of experience. We have flexible office hours with occasional remote work.

**JOB DESCRIPTION**

Reporting hierarchically to the Director General, you will be responsible for the administrative, accounting, financial, tax, and legal management of the structure. You will be required to work with pre-arranged consultancy firms for some tasks.

As a major player in the structure, partially supported by the administrative assistant, you are autonomous in setting up your missions, which include but are not limited to:

* Ensuring the reliability of general accounting, treasury, and taxation
* Performing period-end closing, related reports and the annual financial statements jointly with ERINHA’s external accounting firm
* Supporting the General Management and Operations in the establishment and monitoring of budgets and the business plan
* Ensuring financial reporting on EU funded projects
* Ensuring the smooth process of supplier invoices and expense reports and their payment
* Issuing customer invoices and calls for member contributions and monitoring accounts receivable
* Managing personnel administration (salaries, employment contracts, health insurance, taxes, etc.) in collaboration with the external payroll company that prepares the pay slips
* Preparing and following up on audits
* Liaising with the Auditors, tax and administrative authorities, banks
* Elaborating and implementing an administrative, accounting and financial handbook
* Ensuring the compliance with current legislation, monitoring statutory obligations, drafting of minutes of General Assembly, Executive Board and other meetings
* Providing legal support, such as reviewing contracts, confidentiality agreements, etc.
* Supporting and collaborating with the entire CCU team to ensure optimum operation of the infrastructure

**PROFILE**

* Higher education graduate in Accounting, Management and Finance.
* Minimum 5 years of experience in an extended Administrative and Financial Officer role including taxation and basic legal support.
* Proficiency in both written and spoken English B2 to C1 (CEFR) and French allows daily exchanges with your colleagues and ERINHA's international partners.
* Proficiency in Excel and Word.
* Previous experience with European grants and familiarity with an International Non-Profit Association environment is an asset.

What you just read sounds like the right fit for you? Please send your CV and cover letter, **written only in English**, to [cennet.kara@erinha.eu](mailto:cennet.kara@erinha.eu) and [admin@erinha.eu](mailto:admin@erinha.eu)

**Applications in any other language will not be considered.**

**Recruitment Process**

* Applications will be assessed on a rolling basis. Only short-listed candidates will be contacted. Interviews will be conducted in English.
* Applications with experience not relevant to the job description will not be considered.
* For candidates selected after the first interview, references from former employers and other relevant information will be requested before the second interview.