

VACANCY

Financial Project Coordinator

As a rapidly growing research institution, we are looking for a Financial Project Coordinator. You will work closely with scientific project managers, take care of the administrative and budgetary follow-up of projects, and maintain contact with partners worldwide. Join our international network and make an impact in marine research!

OUR OFFER

- We offer you a challenging job in the dynamic environment of the InnovOcean site in Ostend.
- A permanent contract and a salary according to diploma/experience, fixed according to the scales of 01/01/2009 of the Flemish Government.
- Additional compensations: holiday allowance, year-end bonus, meal vouchers, hospitalization insurance, bicycle allowance, free public transport for commuting, and the possibility of bicycle leasing.
- A good work-life balance with an attractive leave arrangement, flexible working hours within a 38-hour work week, and the possibility to work from home (after a familiarization period).
- Opportunities for personal development (training).

YOUR TASKS

Are you ready for a challenging role where you are responsible for the administrative & budgetary management of a portfolio of projects? With us, you will support the entire project process from the application phase to the final report. Together with colleagues, you will focus on various funding sources, giving you the chance to further develop your expertise. Your tasks include:

- You are responsible for the administrative & budgetary management of a portfolio of projects.
- You support projects from the application phase to the final report, including preparation and guidance of audits.
- In consultation with your colleagues, you focus on a number of financing sources (EU R&D such as Horizon Europe, EDIDP, Interreg, as well as national and international tenders, innovation financing) in which you further build your expertise.
- You stay up-to-date on the laws and regulations relevant to your projects.
- In tandem with the scientific project manager, you monitor project finances and serve as the link to accounting, administration, and human resource management.
- You use the ERP system for follow-up, analysis, and reporting.
- You assist in the preparation of project proposals and ensure compliance with EU policies, strategies, and financial regulations.
- Your responsibilities will grow depending on your capabilities and wishes.

For each function, VLIZ considers enthusiastic involvement, service minded, excellent professionalism and integrity as important characteristics.

YOUR PROFILE

- You have at least a Bachelor's level of thinking.
- Experience in managing EU or other donor-funded projects.
- Knowledge of different funding channels is an advantage.

- You maintain accuracy and quality when approaching a deadline. Ability to work under pressure and manage multiple projects simultaneously.
- Analytical ability and accuracy in financial reporting.
- You are socially adept with strong interpersonal and communication skills.
- You communicate fluently in Dutch and English (knowledge of additional languages is a plus).
- You possess a high degree of professionalism and can handle sensitive information discreetly.

ABOUT US

Over the last 25 years, the Flanders Marine Institute (VLIZ) has become a knowledge institution indispensable to the marine research landscape. What started as an institute focusing on science support, has evolved into a national and international point of contact for marine research. VLIZ initiates and carries out multidisciplinary research and supports marine experts by providing research infrastructure, data, information and knowledge. VLIZ supports the blue economy and reaches out to a broad public. VLIZ further broadens its marine horizons and aims at becoming a world player in the field of marine and coastal research.

A stimulating working environment forms the base of our flourishing knowledge institute. The well-being of our employees comes first. VLIZ is looking for colleagues who, with their passion and knowledge, want to strengthen our growing institute and face the blue challenges of the future.

ADDITIONAL INFORMATION

For more information concerning this vacancy, you can contact:

- Chantal Martens: chantal.martens@vliz.be or +32 470 11 21 29
- Hélène Coene: helene.coene@vliz.be or +32 475 74 25 20

DOES THIS VACANCY APPEAL TO YOU?

Send in your cover letter and CV **no later than 15 September 2024**

- By post: Jan Mees, General director, InnovOcean Campus, Jacobsenstraat 1, 8400 Oostende
- By mail: jobs@vliz.be with subject "Vacancy 2024_016_Financial Project Administrator"

You can contact us by telephone on +32 (0)59 33 60 00.

VLIZ promotes equality and diversity in the workplace. You will be recruited based on competencies. Qualities of people are decisive, regardless of gender, religion, ethnic origin, age, sexual orientation or any disability.

Do you have a disability? Please attach a document to your application so that we can adapt our selection procedure where necessary. This information will be handled with discretion.

PROCEDURE

Based on the received cover letters and CV's, a select group of candidates will be invited for a job interview with a written test. The interviews take place on **Tuesday 8 October 2024**, at the VLIZ offices. You will be informed by email.

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