

# FINANCE & ACCOUNTING OFFICER

## Terms of Reference

### A. Job description

JOB TITLE	: Finance and Accounting Officer.
PURPOSE	: Supporting the CFO with the operations of the LifeWatch ERIC finance and accounting department.
LOCATION	: LifeWatch ERIC Statutory Seat Office, Seville, Spain.
POSITION	: Full-time, 2-year renewable.
APPLICATION DEADLINE	: 15 <sup>TH</sup> October 2021

### B. Main responsibilities

Under the supervision of the CFO, the finance and accounting officer will support the daily operations of the finance and accounting department of the Statutory Seat Office (Headquarter) including:

1. Managing financial records and receipts of the Common Facilities (ES, IT, NL);
2. Processing invoices and salaries of the Statutory Seat Office;
3. Performing periodic reconciliations of accounting records of the Common Facilities;
4. Supporting the consolidation of the financial records of the Common Facilities;
5. Supporting the completion of the annual financial audits;
6. Monitoring and analyzing accounting data and produce financial reports or statements;

7. Supporting the development and adoption of accounting and financial management procedures across the organization;
8. Assisting in the preparation of budgets;
9. Performing internal controls;
10. Preparing and filing tax claims with the Spanish public administration (Modelos 111, 190, 362, RLC, RNT);
11. Being an internal point of contact on financial and accounting matters;
12. Supporting the Chief Financial Officer on specific projects and additional tasks;

**C. The ideal candidate should meet the following requirements**

**Technical skills**

1. Graduation from a European University in accounting, finance or business administration or equivalent experience;
2. Minimum three-year experience in a similar position;
3. Proven knowledge of bookkeeping and accounting principles and regulations under Spanish laws.
4. Proven practice of public and private sector accounting systems and related financial regulations;
5. Experience in financial reporting and budgeting;
6. Experience completing annual audits;
7. Experience establishing and enforcing accounting procedures, policies and internal control mechanisms;
8. IT skills: Command of MS Office package; familiar working on web platforms dedicated to financial and administrative purposes;
9. Knowledge of EU projects financial management and reporting requirements;
10. Paralegal skills;
11. Fluent in Spanish and English;

**Personal skills:**

1. Dependability with strong work ethic;

2. High attention to details and ability to produce clear and accurate output also under time constraints;
3. Problem-solving attitude;
4. Ability to work under pressure;
5. Excellent organizational skills;
6. Ability and willingness to occasionally deal with general administrative tasks;
7. Excellent communication skills with a positive energy and ability to function in an international environment;

**D. The vacancy is subject to the following procedure**

- A short cover letter and Curriculum Vitae (EUROPASS format and annexes, 4 pages at the most) shall be submitted to the Chief Financial Officer at [cfo@lifewatch.eu](mailto:cfo@lifewatch.eu) by 15th October 2021. Please write "Finance and accounting officer" as the email subject;
- The selection process will follow the Employment Policy of LW ERIC;
- A competitive salary, based on the qualifications and experience of the candidate, will be offered. Employment will be in Spain, follow Spanish employment law and be subjected to 180-day trial period;
- The work place for this position is LifeWatch ERIC Statutory Seat office in Seville (Spain);
- The successful candidate is expected to start work as soon as possible.