

# Innovarum | Junior financial project manager

OPEN POSITION – HYBRID, FULL TIME

Full-time position for a junior financial project manager. Hybrid position (Madrid & remote) with attractive remuneration.

MANDATORY: C2 English level.

APPLICATION INSTRUCTIONS: send your CVs and motivation letter ASAP to [careers@innovarum.es](mailto:careers@innovarum.es).

Applications will be assessed on a weekly basis.

KEYWORDS: #FinancialManager #Finance #Manager #Accounting #HorizonEurope #Bioeconomy

## About Innovarum

We are INNOVARUM ( [www.innovarum.es](http://www.innovarum.es) ) a company founded in 2013 and based in Madrid. We assist entities operating in the agri-food sector and the bioeconomy in shaping, writing, communicating, and managing their R&D and Innovation projects. We mainly work with start-ups, SMEs, large companies, Universities, Research and Technological Centres from across Europe. We team up with our clients and assist them in making their innovations real. Currently, we take part in 8 EU projects. Our job is highly interesting and creative!

## The profile

We are looking for an energetic young professional who likes working with numbers and budgets, to join our team in the long-term: well organized, flexible, and willing to enjoy the financial and administrative challenges of supporting a diverse set of entities who participate in EU projects. **Experience is not the most important requisite for the job, we are looking for motivation and strong will to learn.**

Someone very organised and detail-oriented, with the ability to suggest improvements who doesn't mind wearing multiple hats.

## What we offer

1. A permanent full-time hybrid contract with a competitive salary range.
2. Supportive, enjoyable, and comfortable work environment: flexible working schedule, remote work, and a well-connected modern office space.
3. Being part of a young, thriving, and international team!
4. A path full of potential. We are a company in constant development where individual ideas are always valued.
5. A role in a company that supports ethical and environmentally sustainable projects.

## The position in short

The Junior EU projects financial manager will, on the one hand, **assist in the financial reporting of ongoing projects, both own projects and consultancy projects**, and, on the other, **assist in accountancy and internal procedures** to ensure organisational efficiency, sound financial management, and exploiting budget allocations.

## What will your work be like in more detail?

### EU PROJECTS FINANCIAL MANAGEMENT

- Internal financial management of EU projects

- Assist in the preparation of the financial statements of different projects in which the company participates, including the dully retrieval of internal supporting documentation.
- Assist in the preparation of supporting documentation.
- Participate in the organisation and planning of project expenditure.
- Financial management of consultancy EU projects
  - Assist in the preparation of financial statements of EU projects, including support and guidance to clients to implement best practices.
  - Participate in audit processes.
  - Assist in internal reviews to ensure correct financial management of projects and give recommendations.
- Financial management of consortiums in EU projects
  - Assist in the organisation and planning of financial reviews (internal and official).
  - Provide support to different project partners in financial issues.
  - Review of financial statements and financial information of project partners.
  - Support in the preparation of financial reports.

### ACCOUNTING AND OTHER FINANCIAL SUPPORT TASKS

- Preparation of the monthly accounting.
- Dully retrieval of invoices and required supporting documentation.
- Contribute to the preparation of the expense planning and budgeting.
- Keeping track of the company's expenses & similar potential functions.

Overall, the person that holds this position will work on financial management activities for the company, external clients, and consortium partners, as well as on the company's internal financial area. Daily tasks will include continuous contact with clients on their own projects as well as with project partners in various consortiums implementing EU projects.

## Before applying, check out the required skills!

### MANDATORY SKILLS

1. **English & Spanish C2 level** (proficiency) is MANDATORY, both oral and written. Refrain from applying if you do not fulfil this requirement!
2. **Proficiency in MS Office** (Excel, MS TEAMS, Word, and Outlook).
3. University degree: business administration, accountancy or similar.
4. **Good with numbers.**
5. Excellent time management skills and ability to multi-task and prioritize work.

### BONUS POINTS

6. Previous experience in financial management and accounting.
7. Attention to detail and problem-solving skills.
8. Strong organizational and planning skills in a fast-paced environment.
9. Other languages.
10. International experience: professional or during education/training.

Apply now! CV+ motivation letter (in English) to [careers@innovarum.es](mailto:careers@innovarum.es)