Florence, 10 October 2025

VACANCY NOTICE
Financial Officer

Job Title: Financial Officer

Job Location: E-RIHS Central Hub, Florence, Italy

Contract Type: Full-time employee contract (36 hours per week), tenure-track position

Duration: 1 year, with possibility of a permanent contract, following evaluation

Employer: E-RIHS ERIC (European Research Infrastructure for Heritage Science) is a pan-European Research Infrastructure Consortium (https://www.e-rihs.eu) that advances heritage science through research and development, integrated access to laboratory and mobile facilities, archival resources, digital services, and expertise, as well as specialised high-quality training. Its mission is to promote knowledge, conservation, sustainable use, and appreciation of heritage through interdisciplinary research, innovation, capacity building and international cooperation. The Central Hub, based in Florence (Italy), coordinates activities across the distributed infrastructure of National Nodes throughout Europe.

Gross Annual Salary: €48,000, paid over 13 monthly instalments

Expected Starting Date: December 2025 (the exact date will be agreed with the successful candidate based on mutual availability and organisational needs)

Reports to: Director General of E-RIHS ERIC

Application Deadline: 9 November 2025

JOB DESCRIPTION

Position Overview: The Financial Officer assists the Director General in the financial and administrative management of E-RIHS ERIC. He/She contribute to the preparation of the provisional and final budgets, including the management of membership fees and in-kind contributions. In collaboration with the external consultants appointed by the ERIC (administrative, fiscal, labour, and legal advisors), he/she oversees economic and financial planning and accounting, manages revenues and payments, ensures compliance with obligations related to staff, fellows, and collaborators, and handles procurement procedures as well as relations with suppliers and consultants. The Financial Officer is responsible for the preparation, monitoring, and financial reporting of projects. He/she performs administrative and accounting secretarial duties, supports

audit activities, and ensures that overall management complies with the financial provisions of the ERIC, as well as with national and European regulations, guaranteeing that all operations are carried out in accordance with the principles of transparency and traceability of incoming and outgoing financial flows.

Main Responsibilities

- Manage financial inflows and outflows and process transactions on time, in line with accounting standards and ERIC regulations
- Assist in the preparation of the provisional and final budgets, including the management of the ERIC membership fees and in-kind contributions.
- Handly the daily administative and financial operations of the Central Hub, including its premises
- Coodinate administrative, financial, and fiscal operations – procurement, HR procedures, and service contracts – in full compliance with VAT, other taxes, and labour regulations
- Establish ERIC-compliant internal financial procedures that work seamlessly with the host institution and National Nodes' systems, maintaining transparent and consistent communication with consultants and other partners
- Support the preparation, management, and financial reporting of EU-funded and other national and/or international entities, in coordination with the Central Hub staff and National Nodes
- Liaise with auditors and relevant authorities to guarantee sound accounting and audit practices
- Contribute to the drafting of financial documentation, reports, and internal guidelines

CANDIDATE PROFILE

Requirements

- At least 5 years of proven experience in financial and administrative management, preferably in research infrastructures, public or private research organisations, public institutions, or international organisations
- Demonstrated experience in the financial planning, managing, and reporting of European research projects
- Excellent working knowledge of both English and Italian

Qualifications and Technical Skills

- Proven knowledge of finance and accounting applied to procurement procedures, cooperation agreements, grant management and service contracts
- Demonstrated expertise in the financial management of EU-funded projects, ensuring compliance with funding regulations and institutional frameworks
- Understanding of national and ERIC-related financial regulations, including VAT, other taxes and personnel cost accounting
- Ability to prepare financial documentation, analytical notes, and official reports to support the decision-making of the statutory bodies

- Proficiency in using digital tools and platforms for accounting, financial monitoring, and reporting
- Knowledge of how to manage cash and in-kind contributions within research infrastructures, as well as accounting and reporting of access services to research facilities
- Pervious work experience with comparable financial and administrative duties within research infrastructures or related projects will be considered a preferential asset

Expected Soft Skills

- Strong organisational skills and ability to manage multiple tasks independently, ensuring accuracy and timely delivery
- Proactive and self-motivated attitude, with capacity to coordinate financial operations autonomously and efficiently
- Analytical, planning, and problem-solving skills, with flexibility and adaptability in dynamic work environments
- Teamwork-oriented aptitude, with proven ability to work constructively with colleagues and external partners and service providers
- Interpersonal skills and ability to work in an international, multicultural environment

EMPLOYMENT CONDITIONS

- Employment under the Italian National Collective Labour Agreement for Education and Research (CCNL "Istruzione e Ricerca"), Level IV
- The contract includes full social security coverage, paid annual leave, severance pay accrual, and seniority benefits, in accordance with Italian labour regulations
- The office is located at the E-RIHS Central Hub, Manifattura Tabacchi, via delle Cascine 35, 50144 Firenze, Italy
- A minimum on-site presence of 15 working days per month is required at the E-RIHS Central Hub; remaining working days may be remote, subject to approval by the Director General and in line with institutional needs
- Occasional national and international travel and flexible working hours may be required

APPLICATION PROCEDURES

Applications must be submitted in English and include the following documents:

- Motivation letter
- Curriculum Vitae
- Signed "Declaration of Eligibility and Compliance" (template at the end of this vacancy notice) certifying:
  - compliance with the requirements listed in the vacancy notice;
  - absence of incompatibility situations;

- absence of criminal convictions or preventive measures;
- truthfulness of the information provided and commitment to notify any changes
- authorization for the processing of personal data in accordance with Regulation (EU) 2016/679 (GDPR)

Applications must be sent by email to: co@e-rihs.eu

Deadline: 9 November 2025

Incomplete or late applications will not be considered.

SELECTION PROCESS

All applications will be evaluated by a Selection Committee.

The process includes:

- Evaluation of CV
- Interview to assess competencies, experience, and soft skills relevant to the role

Shortlisted candidates will be notified at least 10 days in advance of the interview *(conducted in English and remotely)*.

The section procedure is carried out in full respect for the principles of merit, transparency, and equal treatment.

Candidates will be individually informed of the outcome at the end of the process.

Further details are available in the E-RIHS ERIC Recruitment Procedures.

EQUAL OPPORTUNITIES POLICY

E-RIHS ERIC is an equal opportunities employer. It is committed to employment policies, procedures and practices that do not discriminate on the basis of gender, age, health, disability, ethnic origin, nationality, sexual orientation, language, religion, opinion, belief, family ties, trade union or political activity, or any other comparable circumstance.

In case of any questions, please contact Dr Elisabetta Andreassi, co@e-rihs.eu

DECLARATION OF ELIGIBILITY AND COMPLIANCE

TEMPLATE

I, the undersigned,

Applying for the position of **FINANCIAL OFFICER**

Name and Surname: .....

Date and Place of Birth: .....

Nationality: .....

Email Address: .....

hereby declare:

1. That I meet all the eligibility requirements and possess the qualifications and experience listed in the vacancy.
2. That, to the best of my knowledge, I am not in any situation of incompatibility, including:
    - personal, financial, or professional conflicts of interest related to this position;
    - legal or administrative restrictions that may affect my eligibility to be employed by E-RIHS ERIC.
3. That I have not been convicted of any criminal offence, and I am not subject to any ongoing criminal proceedings or preventive measures.
4. That all information provided in my CV and application is true and accurate, and I commit to informing E-RIHS ERIC of any relevant changes.
5. That I authorize the processing of my personal data in accordance with EU Regulation 2016/679 (GDPR), for the purposes of this recruitment process.

Date: .....

Place: .....

Signature: _____