

6 months contract with possibility of open-ended contract

Finance and Operations Manager

EIT Health Co-Location Centre (CLC), France

Background

EIT Health was established in 2015 as a Knowledge and Innovation Community (KIC) designated by the European Institute of Innovation and Technology (EIT). EIT Health is focused on promoting entrepreneurship, innovation, and education in the domains of healthy living and active ageing. As a public-private partnership EIT Health brings together leading organisations along the entire value chain from smaller companies to large corporations, academic and research institutions, as well as public sector organisations, all unified in regard to the goals of improving healthcare by breaking down barriers to innovation, promoting talent and education, leveraging enabling technologies, and exploiting Big Data. As an EIT-designed KIC, EIT Health utilises European Commission/ EIT funding to leverage the financial resources of its partner organisations to deliver impact to the European Life Science ecosystem and achieve its concrete goals. EIT Health's Central Office (EIT Health e.V.) is located in Munich. Regional activities are implemented across a network of seven Regional Co-location Centres (CLCs) based in France, Spain, Germany, Netherlands, Sweden, Austria and Ireland. The CLCs connect the more than 130 EIT Health partners. Some of these, collectively referred to as the InnoStars, are located in growth regions such as Hungary, Poland, Portugal, Croatia, Slovenia and Italy.

The CLC based in France manages the EIT Health French Partners based mainly in two regions -- Auvergne-Rhône-Alpes and Île-de-France -- which represent 80% of our French partners, however the CLC brings to the network innovation assets and activity from across the country. To this end, the CLC:

- fosters cooperation between the French-based partners and ecosystem contributors, amongst each other and with their counterparts all over Europe in the EIT Health network;
- identifies new opportunities, supports the development of impactful projects and leverages good practices;
- drives regional and supra-regional outreach and dissemination;
- explores, develops, and implements new service and business models that add value to the partnership and support the organisation's sustainability.
- is – and should remain – an especially active and proactive CLC: for example, EIT Health France has historically led several strategic initiatives such as the Venture Centre of Excellence -- a strategic cooperation with the European Investment Fund -- or the creation of WorkinHealth and Talent Market Place.

The EIT Health CLC France is a for-profit legal entity (SAS) co-owned by EIT Health.e.V. -- the EIT Health central office -- and by Innolife Life France, an "Association Loi 1901".

In France, 3 others legal entities have been created to support the Strategic Agenda of EIT Health and develop further the sustainability of the KIC:

- Firstly, the French Branch of InvestHealth: A new commercial entity – itself wholly owned by EIT Health e.V. -- having evolved from EIT Health's unique ability to understand market challenges and offering tailored solutions for start-ups to overcome fundraising hurdles.
- And furthermore, both the WorkInHealth Foundation – an endowment fund -- and EITSI SAS (for-profit company) to address the evident and growing skills and talent gaps within the healthcare industry across Europe.

Hence, EIT Health CLC France now seeks to appoint a Finance and Operations Manager to take over some of the tasks of the Operations Director who will be on maternity leave. The Finance and Operations manager will report directly to the Operations Director and will manage one/two working students (alternants); when the Operations Director will be on maternity leave, the Finance Manager will report to the Managing Director (MD).

About the Role & its Responsibilities

The Finance and Operations Manager will be expected to manage the day-to-day operations related to finance and cost reporting/audit in collaboration with the French team, as well as external providers (accounting firm, auditors, lawyers, suppliers etc.)

Specifically, this involves:

- Finance/accounting:
 - Coordinate expenses/ budget follow up with Managing Director and the team;
 - Manage Cashflow;
 - Coordinate with the accounting firm the end-of-the-year accounting closing and eventually French audit (CAC);
 - Management client's invoices/ credit notes, especially our Network Partner payments;
 - Manage suppliers' invoices/ credit notes, employee's expenses notes etc.;
 - Make sure internal policies on travel, purchase and payment are respected;
 - Coordinate finance questions between MD France, French and Central Office (CO) teams
- Financial reporting and audit: big part of EIT Health CLC France's budget is coming from EIT – European public finding, that requires specific reporting:
 - Prepare the end-of-the year cost reporting: calculate personal costs; verify eligibility and prepare other costs reporting; verify numbers with team and accounting firm;
 - Complete the reporting platform and take care of the cost statement signature. Interact with the Central Office if needed;
 - Audit from EIT: preliminary discussions with auditors, make sure all requested documents are available, presentation at opening meeting, coordination with teams for questions, closing meeting;

- HR
 - Coordinate with Operations Director and the legal department of the accounting firm all HR – related questions: payrolls (incl. payroll variables), work contracts, end-of contract documents, working students and interns contracts;
 - Holiday’s platform management (if applicable).
- Governance/ general secretary
 - Coordinate with Operations Director the organisation and follow-up of the statutory meetings;
 - Keep up to date any legal documents and coordinate any necessary changes/ declarations/ signatures if required;
 - Make sure partners are informed about and participate to French and European statutory meetings.
- Support partners with the Collaboration Lead and the Operations Director in the following areas
 - Cost statement preparation, EIT-audits, post-audit clarification with EIT
 - Administrative and legal questions in coordination with Central Office team
 - New partners admission/termination process with Operations Director and Central Office team
 - Fees payment follow-up with Operations Director and Central Office team
- Management
 - Manage Finance Assistant working student:
 - Invoice/credit notes/ expenses notes;
 - Coordination with Central Office regarding his time management.
 - Manage Project and Office Manager working student (to be recruited)
 - Cross-KIC CLC Consolidation project management;
 - Office Management & executive assistance.

Required Qualifications & Profile

- Academic degree to at least master’s level or higher in accountings/ finance and/or equivalent professional experience/qualifications;
- Demonstrated experience with European project applications, management and reporting processes, as well as knowledge of relevant European and national innovation funding schemes;
- Proven ability to engage a wide range of stakeholders;
- Excellent analytical skills and ability to resolve problems;
- Demonstrated ability to work collaboratively in complex and innovative environments, cross-culturally in an international public-private environment, and having an entrepreneurial mindset;
- Excellent written and verbal communication skills in French and English. Another European language is a plus.

What we offer

- A fixed-term contract for 6 months with possibility to be renewed as open-ended contract;
- A full or part-time position depending on the profile and experience;
- Flexible working hours and the possibility to work from home as appropriate;
- For full-time 1 year equivalent: 25 days of annual leave to which 8-12 days of further “RTT” leave is added depending on the year in question;
- Straight forward internal communication, non-hierarchical structure, and freedom to operate with autonomy;
- A large and vibrant network in the healthcare sector, with exposure to high-level and senior representatives from key players and influencers;
- The opportunity to work on critical projects of European interest, contributing to improving the lives of citizens and patients.

Apply now – we look forward to your application!

Please express your interest in this role by submitting your full CV together with a cover letter indicating your suitability for the role, your motivation to apply, your gross salary expectations and your earliest possible start date.

Please submit your application via email to the following address:

operationsfrance@eithealth.eu