Paderborn University is a high-performance and internationally oriented university with approximately 18,000 students. Within interdisciplinary teams, we undertake forward-looking research, design innovative teaching concepts and actively transfer knowledge into society. As an important research and cooperation partner, the university also shapes regional development strategies. We offer our about 2,600 employees in research, teaching, technology and administration a lively, family-friendly, equal opportunity environment, a lean management structure and diverse opportunities.

Join us to invent the future!

"COLOURS" (COLlaborative innOvative sUstainable Regional univerSities) is an association of 9 European universities in Germany, France, Italy, Spain, Croatia, Sweden, North Macedonia, Poland and Latvia. As one of 50 "European Universities" across Europe, COLOURS is funded by the EU Commission within the framework of the "European University Initiative". Paderborn University is responsible for the Alliance's project coordination.

Through close cooperation in teaching, research, and transfer, the COLOURS partners aim to strengthen their network, increase their international visibility, and promote mobility within Europe. Collaborative projects and activities help in the search for answers to current societal challenges and, in particular, strengthen the cooperation between the respective regions and regional actors.

COLOURS creates an attractive international working environment with diverse actors from science, research, business, and politics. As of 1 January 2024, the International Relations Office is seeking to fill a position for a Financial Officer (f/m/d) in the Coordination & Support Office (CSO) within the framework of the COLOURS project (salary class 13 TV-L) as part of the project management and coordination for COLOURS. This is a temporary position until 31 December 2027 with 100 % of regular working hours. The limited time period of employment corresponds to the approved project period.

Your responsibilities:
- Central coordination and management of the COLOURS budget
- Coordinating and monitoring incoming and outgoing payments, including necessary budget adjustments within the framework of the COLOURS project in compliance with the relevant financial regulations and deadlines, as well as specifications in the grant agreement
- Setting up an access point for communication between the partner institutions and the EACEA with regard to the COLOURS Alliance finances.
- Preparing regular financial reports and statistics for various Alliance Committee meetings in close coordination with the Managing Director and the Quality Management Officer.
- Identifying further funding sources for the continuation of the activities of the COLOURS Alliance after the end of the project funding period.
- Preparing the interim and final financial report

Your Profile:
- Completed university degree
- In-depth knowledge and experience in (European) project management, including third-party funding management
- Coordination and organisational skills as well as high self-motivation and problem-solving competence
- Proficiency in written and spoken German and English
- Willingness to undertake project-related business trips within the EU
- Own experiences abroad, as well as in international and interdisciplinary cooperation
- A high degree of flexibility, strong communication skills, intercultural competence, and a confident approach to international networking.

We offer you:
- An interesting leadership position in a new large-scale European project
- Challenging and diverse tasks in an international environment
- A wide range of further education opportunities
- General possibility of pro rata mobile/remote work
- Attractive offers on campus and a modern, family-friendly working environment

Applications submitted by women are expressly welcome and will be given preferential consideration in accordance with the Equal Opportunities Act of North Rhine-Westphalia (LGG) in the event of equal suitability, qualifications, and professional performance, unless reasons relating to the person of a competitor outweigh this. Part-time employment is generally possible. The application of qualified persons with disabilities and persons of equal status within the meaning of Book IX of the German Social Code (SGB IX) is also welcome.

Prof. Dr. Torsten Meier (tel. 05251/60 2336, e-mail: torsten.meier@upb.de) will be happy to answer any questions you may have about the job profile and the tendering process.

Applications with the necessary documents, quoting the reference number 6149, are to be submitted via e-mail as a PDF file to bewerbungen-niwi@zv.upb.de, or by post.

Information on the processing of your personal data can be found at: https://www.uni-paderborn.de/zv/personaldatenschutz.

Paderborn University
Human Resources Department
Warburger Str. 100
33098 Paderborn

www.upb.de