

The Luxembourg Institute of Health is a public research organisation at the forefront of biomedical sciences. With its strong expertise in population health, oncology, infection and immunity as well as storage and handling of biological samples, its research activities impact on people's health. At the Luxembourg Institute of Health, devoted scientists investigate disease mechanisms to develop new diagnostics, innovative therapies and effective tools to implement personalised medicine. The institution is the first supplier of public health information in Luxembourg, a strong cooperation partner in local and international projects and an attractive training place for ambitious early-stage researchers.

To join the Finance team of the Institute, we are currently looking for a :

## Finance Controller

**Permanent contract, full-time, start-date : ASAP**

The Controller is the financial Key partner for the researchers when dealing with the financial backers, from the project submission to the final report, to ensure full funds collection.

S/he monitors the construction of the annual budget of the Institute and support Management with adequate financial analysis to steer the operations.

S/he is the key partner for translating the financial information to non-financial partners.

### Key Accountabilities

- Set up the budget of the projects with the researchers
- Monitor the adjustments of individual budgets to reflect project management changes
- Perform tight controlling of the projects to ensure the individual budgets are well respected
- Report and analyse budget consumption and project forecast
- Provide the financial reports to the backers, to ensure funds collection
- In collaboration with Management, prepare the annual budget of the Institute
- Provide monthly management reports and financial indicators
- Provide ad'hoc analysis upon requests
- Liaise with accounting team for cost accounting review
- Align the budgetary database to the organisation. Participate to its improvement
- Optimise the financial processes
- Act as business partner to researchers and project managers
- Ensure back-up function in the controlling team

### Key Skills, Experience and Qualifications

- Master's degree (Bac+5) in Finance/Controlling / Audit
- 5 year experience in Finance, ideally in the funded research field
- Proven experience in budgeting and forecasting
- Perfect understanding of ERP mechanisms to ensure reliable data extraction and interpretation
- Previous experience with BI and ERP tools is mandatory. Experience with Planning Analytics (TM1) is considered as an asset
- Advanced level in Excel
- Knowledge of EU program (e.g. H2020) and audit requirements is considered as an asset
- Strong analytical and problem solving skills, with attention to details
- Ability to translate financial information towards non-financial colleagues
- Sense of responsibility and commitment to meet deadlines with high quality. Capacity to set priorities to manage important workload.
- Ability to work in a team as well as independently
- Excellent written and spoken knowledge of French and English, Luxembourgish is considered as an asset

Located in Luxembourg, LIH offers the opportunity to work in a dynamic, international and multilingual environment that values personal respect and professional achievement based on the highest intellectual and ethical standards. The remuneration for this position shall be based on qualification and experience.

**Applications including a cover letter and a curriculum vitae should be sent before 15 July 2021 through our website [www.lih.lu/jobs](http://www.lih.lu/jobs). Ref.: VD/FC0621/NB/ADM FIN**