

Do you enjoy working with numbers and as part of a dynamic team? Are you reliable, structured and do you enjoy working at the interface between business and research? Do you have experience in the financial sector and are you not afraid in communicating with customers and funding authorities?

If so, we are looking forward to meeting you!

## Controller (w/m/d)

Part-time (30h/w), increase to full-time possible

Graz

### Tasks:

As part of our finance and controlling team, you will work independently in the following areas:

- Funding reporting (national and international)
- Coordination and implementation of external audits (auditing, funding agency, tax office, etc.)
- Budget preparation
- Preparation of annual financial statements
- Consec. Project controlling and coordination with project managers
- Creation of reports for committees / Management / CFO
- Ad hoc evaluations
- P&L and liquidity forecasts
- Deviation analysis
- Applications for research bonuses
- Reports to Statistics Austria, RTR, RH etc.

### Qualifications:

- Completed economic education (ideally business studies or comparable relevant work experience)
- At least 3 years of significant professional experience in finance & controlling
- Experience with funding agencies / funding projects is of advantage
- Knowledge of BMD NTCS FIBU and KORE is an advantage
- Very good knowledge of Excel
- English and German spoken and written
- Ability to work in a team and independently
- Accuracy and forward-looking
- Ability to communicate
- Logical and analytical thinking as well as high problem-solving skills

### We offer:

- Dynamic work environment and varied tasks
- Independent work and extensive opportunities for further development
- Optimal scope for personal work-life balance
- Pleasant, informal working atmosphere

We are required by law to specify the minimum gross salary according to the collective agreement, which is between 2,464 and 3,501 Euros per month (14 times a year) for a full-time position (38.5h/w), depending on the professional experience. However, we are willing to pay a salary in line with the market, depending on qualifications and professional experience, which can also be higher than the minimum gross salary specified in the collective agreement.

Please submit your application to [career@know-center.at](mailto:career@know-center.at).

