

**Controller / processing of funding projects with focus on finance, 20-40hours/week, probably starting June 1, 2021, at the Institute for Applied Information Processing and Communications.**

**Position Responsibilities:**

- Ongoing personnel planning and project controlling for funded projects and research groups
- Financial project reporting and accounting of funded projects according to the guidelines of the respective funding bodies (EU, FFG, FWF, ...) incl. audits
- Support of the institute management in the determination of key figures and cost accounting of all kinds

**Admission requirements:**

Completed commercial education with Matura (e.g. HAK, HLW), ideally with focus on controlling, accounting, business administration, finance

**Desired Qualifications:**

- Experience in planning, controlling, accounting, performance and cost accounting desirable
- Experience in financial management and accounting of funding projects (budget, time planning, reporting) advantageous
- very good MS Office skills, experience with SAP advantageous
- analytical skills with accurate and independent working style and attention to detail
- very good German and English skills
- committed and proactive personality with an affinity for numbers

**Classification:**

IIIa according to the collective agreement for university employees; the minimum monthly salary for this position is currently € 2,147.30 gross for full-time (40 hours) (14 times per year) and may possibly be increased on the basis of the collective agreement regulations through the recognition of previous experience specific to the job as well as other remuneration components associated with the special features of the job.

**Contact:**

Application, curriculum vitae and further documents should be sent to Graz University of Technology, Dean of the Faculty of Computer Science and Biomedical Engineering, Univ.-Prof. Roderick Bloem, Ph.D., Inffeldgasse 10/II, 8010 Graz (applications.csbme@tugraz.at), indicating the exact position or code number, and must be received by the end of the application period at the latest.

**End of application period:** May 09<sup>th</sup>, 2021

**Reference number:** 7050/21/004