

Open Position for an EU Projects Administrative and Financial Officer

STAM S.r.l. is a high growth multidisciplinary engineering company active since 24 years, fuelled by a passionate and young team collaborating with industry, academia and research centres in international projects across different industrial fields.

STAM is looking for a talented and ambitious **EU Projects Administrative and Financial Officer** with at least 2 years experience in a similar role and collaborative research environment, to join our growing Financial & Administration Unit **in our office in Genoa**. As part of this role, you will be responsible for the financial and administrative implementation and management of a portfolio of EU-funded projects (mainly H2020) as well as national initiatives.

About us

STAM supports clients and partners to plan and build their own sustainable futures, shaping and adapting their business using new concepts, methodologies, tools, and technologies operating on Energy and Sustainability, Industry 4.0, Robotics and Automation, Space & Defence, Digital Solutions and Healthcare domains.

How will you contribute?

You will support the colleagues in the Financial & Administration Unit and the overall projects team with the financial management of EU and nationally funded projects by:

- ensuring the timely preparation and submission of project financial reports and supporting documentation;
- drafting, reviewing and finalising contracts with third parties to get engaged during project implementation in line with the financial guidelines;
- monitoring the budgets of EU and national grants and service contracts, including monitoring resources spent and staff costs and projects sub-contracts;
- supporting in the preparation of grant agreements and amendments;
- following up on financial progress of projects/programs and maintaining a regular financial monitoring information on EU and nationally funded projects and programs.
- compiling, reviewing, and editing of project financial progress reports and overseeing timely submission to the EC and national Agencies;
- liaising with the funding agency, project coordinators, and other stakeholders on progress of all initiatives and ensuring that all contractual terms are met;
- contributing to the preparation for internal and external audits of the EU and nationally funded projects.
- assisting the Project Manager in launching, managing, and monitoring calls for proposals, tenders, evaluation and selection of projects, whenever this is required by the projects (e.g. Open Innovation Test Beds or Digital Innovation Hubs).
- ensuring the follow-up of the implementation of EU and national projects and the performance of project partners, monitoring contractual obligations (via periodic reviews, reporting and assistance, etc.).

Furthermore, you will support clients with the Coordination and Management of their projects and whole portfolio, developing long/lasting relationships and pro-actively developing new collaboration opportunities.

Who are you?

- Master's degree in Business Economics or Management Engineering;
- Genuine interest in project financial management and project administrative coordination;
- A Good team player with good communication and empathetic skills;
- Problem solving and independency;
- Good knowledge of the Office Package;
- Professional written and spoken English and Italian.

Why work with us?

This is a fabulous opportunity to join STAM's team and to actively contribute to the development of the business by becoming part of a company that offers great possibilities to learn and grow.

Talent development is a managerial principle at STAM, and we are committed to fostering the growth of our employees with full respect of gender balance.