

Controlling & Grant Management

Full Time (40 h/w)

Klosterneuburg (Vienna), Austria

€ 2,626* gross/month

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IST Austria is a growing international institute for conducting frontier research in mathematics, computer science, and the life and physical sciences. We recruit passionate professionals from all over the world and from all fields who support our goals of excellence in research and science management. Located on a beautiful campus on the outskirts of Vienna, we offer numerous opportunities for personal growth in a stable working environment. [Get an insight!](#)

Your responsibilities

The Grant Office of IST Austria supports the application and management of projects funded by public and private funding bodies. As part of a dedicated post-award team, you will advise and support scientists in the management of research projects.

- Providing guidance, advice and administrative services to scientists regarding financial management and controlling of their national and international third party funds (grants) funded by e.g. FWF and EU
- Controlling and financial processing of grants (such as budget planning, financial reporting, budget monitoring, project closing) as well as preparation and support of external audits
- Maintenance and processing of data related to third party funds for various reports, presentations and external communication
- Serving as the main communication interface to funding agencies and other cooperation partners in grant-related matters (post-award)

Your profile

- University degree or similar education in business/economics
- Proven work experience in (project) controlling, auditing, tax consulting, or grant administration
- Solid knowledge of system-based controlling tools such as SAP, and advanced knowledge of MS Excel
- Strong project management skills and strict attention to detail
- Very good command of English (main working language), and proficiency in German
- Professional communication and high service orientation
- Affinity for numbers and a reliable, accurate and efficient way of working

To submit your application, please e-mail

recruiting@ist.ac.at

* This position comes with possible overpayment depending on education, qualification and work experience. IST Austria processes your personal data in accordance with the law. For more information, please refer to www.ist.ac.at/data-protection.

Your benefits



Education & training



Cafeteria



Childcare



Free shuttle bus



Multiple health offers



Pension insurance