

Sirris – Junior Project Accountant Officer

In search of a Junior Project Accountant Officer

In this role, you are the financial and administrative partner for Sirris' innovation projects. You take care of the contractually solid set-up and detailed calculation of budgets for new project proposals. Subsequently, in cooperation with managers, project leaders and business developers, you closely monitor the progress of the project for all financial and administrative matters. As Junior Project Accountant, you will soon be able to organise your work and set priorities independently. You will also embark on a learning process after which you will independently master our systems and be familiar with correctly interpreting and following up the modalities of the governments we work with. Based on our experience, it takes approximate one year to gain a deeper understanding of everything involved in running a successful Sirris research project.

As Junior Project Accountant within our Finance department, you handle confidential data with care and you draw a lot of job satisfaction from your contribution to high quality financial reporting within timelines. While doing so, you learn more and more about Sirris' activities as an innovation centre for technology and build trusted relationships with your internal customers!

With access to a mentor where needed, you follow up on government-funded projects, which each require its distinctive approach:

- You support project managers when setting up new grant projects (ensuring correctly drafted contracts, staffing, etc.).
- You draw up project budgets and ensure their regular follow-up (coordination with project leader).
- You support the procurement process (including compliance with public procurement law).
- You monitor costs (staff-, operating- and investment costs) and/or revenues.
- You draft and follow up statements with the public authorities.
- In collaboration with the project manager who provides you with the substantive information, you ensure reporting to the authorities.
- You prepare project audits with the objective of passing them flawlessly.
- You also prepare monthly project reports for commercial projects and take care of invoicing.
- You build up the necessary expertise on subsidy modalities and advise SME customers on subsidy opportunities to cooperate with Sirris.
- You provide input for sales and investment decisions.

What do we expect from you?

- You have a master's degree in an economic field or you combine a bachelor's degree with a first relevant professional experience of 1 to 3 years.
- You are critical and eager to learn; where appropriate, you enjoy suggesting process improvements. Knowledge of ISO 9001 regulations is an asset.
- You have an understanding of analytical accounting.
- You like working with numbers.

- You work accurately, result-oriented and proactively in accordance with set deadlines.
- In cooperation with internal and external customers, you build solid relationships based on trust. Working together towards goals gives you a lot of energy.
- You are an open minded collaborator but also appreciate being entrusted with autonomy.
- You communicate fluently and professionally in Dutch, French and English.
- You quickly find your way in IT applications, especially in Excel. Knowledge of Access, Power BI and/or an ERP tool is an asset.
- You work mainly in Heverlee, but are also prepared to travel regularly to other sites of 'your' department(s) for direct contact with the colleagues you work for.

What do we offer you?

- At Sirris, innovation and collaboration are key. You will work in an environment where technological progress and sustainability go hand in hand. Together we make companies ready for the future.
- An exciting and unique position within a dynamic and innovative team.
- The opportunity to work with leading companies and technology experts who are at the heart of the industrial fabric in Belgium.
- A stimulating environment where you can further develop your expertise.
- Flexible working hours and the opportunity to work in one of our offices in Belgium or partially from home.
- A competitive salary package with fringe benefits.

Interested?

Send your CV and cover letter via our online application tool. Would you like more information about the position? Do not hesitate to contact [Franne Godderis](#).

Together we build the innovations of tomorrow!

Sirris is committed to an inclusive approach to recruitment and selection, where every candidate is treated equally regardless of age, gender, origin, religion, or other personal characteristics.

Unfortunately, we cannot support international relocation in our onboarding process.

<http://www.sirris.be/>