



Elettra Sincrotrone Trieste

Project and Accounting Officer

Deadline: 14 March 2023

Ref: BA/23/7

Background

Elettra Sincrotrone Trieste is an international multidisciplinary research center operated as a user facility, featuring a 2.0/2.4 GeV, third-generation synchrotron light source (Elettra), a new free-electron laser light source (FERMI) and a variety of support laboratories. The extremely high quality of the machines and beamlines has set new performance records and has been producing results of great scientific and technological interest. In order to allow the laboratory to remain competitive in the next 20 years, an entirely new source - Elettra 2.0 - belonging to the new generation of storage rings (DLSR or Diffraction Limited Storage Ring) is being developed. The new source will exhibit a major increase in the brilliance and coherence fraction of the photon beams. The Elettra 2.0 optics is based on our enhanced symmetric six bend achromat structure (S6BA-E) with a 12-fold symmetry and an emittance of 200 pm-rad at 2.4 GeV. The new structure creates also straight sections in the arcs permitting the installation of additional insertion devices, thus increasing the number of beamlines. Existing beamlines will have to be upgraded and new beamlines developed to take full advantage of the characteristics of Elettra 2.0. The new machine is scheduled for commissioning in the second half of 2026. See <http://www.elettra.eu> for more information.

Beamline/Activity/Project description

The Project Management Office (PMO) of Elettra Sincrotrone Trieste supports project initiatives in all stages (planning, managing, internal monitoring and accounting), ensuring the proper performance of all activities related to the research contract administration. In particular, the PMO identifies the most promising external call for proposals, supports the company staff in the preparation and submission of research proposals to external funding agencies, coordinates grant administration and the reporting to external funding agencies.

Job description

The successful candidate will be involved in all PMO activities as Project Accounting Officer.

The candidate will follow the procedural, administrative and reporting aspects of project management, monitoring all expenditure incurred in the context of projects; in particular, he/she will be involved in the following tasks:

- identifying the most promising tenders for research projects funding;
- supporting researchers in drawing-up the project proposals, with particular reference to the definition of staff costs, third-party services, goods and services;
- monitoring the project budget and progress;
- collecting and verifying expenditure receipts;
- monitoring expenditures on human resources involved in the project;
- supporting the project managers in the administrative daily activities;
- preparing periodic and final reports related to staff costs;
- supporting project managers during audits.

Qualifications

A University Degree in Economics, Political Sciences or related fields is required together with:

- at least five years of experience in project accounting;

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www.elettra.eu

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Società di interesse nazionale
ai sensi dell'art. 10, comma 4,
L. 19 ottobre 1999 n. 370

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- documented experience in managing the procedural, administrative and reporting aspects of international, national and regional research projects.

Good oral and written communication skills in Italian and English languages are essential.

Good time management skill and ability to prioritize are expected together with good problem-solving and analytical skills.

The appointment envisioned is a permanent contract.

The salary will be commensurate with previous experience and qualifications of the candidate.

Applications should include a full curriculum vitae, the names and contact information (including electronic mail) of up to three individuals who have agreed to provide references.

The deadline for the submission of the application is March 14, 2023.

In accordance with the provisions of article 21 of the Italian legislative decree no. 39/2013 and in conjunction with article 53 (subsection 16ter) of Italian legislative decree no. 165/2001, employees or former employees of any Italian Public Entity who have exercised authority over Elettra Sincrotrone Trieste S.C.p.A. or have negotiated with Elettra - Sincrotrone Trieste S.C.p.A. within the last three years will be excluded from the present selection procedure. We thank all applicants in advance.

For more information, please contact Marco Marazzi (email: marco.marazzi@elettra.eu).

To apply for this position please visit the following link:

<https://www.elettra.trieste.it/it/about/careers/working-withus.html?id=3001>

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