IHE Delft is the largest international graduate water education facility in the world and is based in Delft, the Netherlands. The mission of IHE Delft is to work in partnership to strengthen capacity in the water sector, to achieve global sustainable development. IHE Delft has a permanent staff of 230 of which more than 140 are academics from all over the world, while about 250 guest lecturers from academia and industry contribute to our educational programmes. Each year 750 professionals (including about 200 new MSc students per year) from all over the world attend various water-related courses at IHE Delft. The Institute has an international staff & student community with English as the working language.

The overall thrust of the process management unit Finance is to provide financial support to the scientific departments and support units and meet the financial obligations set out in the Act of Accounts and Tax Law. Furthermore Finance is the treasury keeper of the Institute and provides financial management- and project information ad hoc, on demand and on a quarterly basis.

The support unit intends to recruit a:

**Project Controller**
1 FTE/ 38 hours

**Responsibilities**
The project controller shall, in close-cooperation with the project leader, provide the financial planning and control of multiple projects. In addition you will report about project- progress- bottlenecks- and improvements to academic department management. In the project team you will be playing a crucial role;

- To provide (ad hoc) management information per project;
- To monitor the invoicing and receipts of payments;
- To open projects (incl. budgets), administrate, monitor and control projects according to IHE Delft standards and the various project terms;
- To (unasked) analyse project progress and advice and support the project leader in the financial management of the project;
- To prepare time phased project forecasts;
- To ensure optimum project communication and an optimum interface with the sponsor (shared responsibility with the project leader);
- To maintain proper standards for project financial close-out and files;
- To prepare and submit financial reports to the sponsor based on the contract terms
- To initiate and coordinate the auditors control;
- To give (unasked) financial, contractual and risk feedback to the Manager Finance and/or academic department management;
- To support and advice the institute in the project proposal phase on financial issues and complication when entering into a project.

**Requirements**
- Bachelor degree in business administration or a higher administrative education with specialisation in economics or finance or equivalent;
- Experience with / proven interest in international co-operation and with all aspects of project management and administration; Experience in the project control of EU H2020 and/or NUFFIC projects is a preference;
Proven understanding of the Dutch Tax (in particular VAT) rules;
Excellent social, communication, negotiation and reporting and writing skills;
Excellent team-worker and the ability to work in an international and multicultural environment, with a minimum of supervision;
Flexible and able to translate complex rules and regulations of various sponsors into a workable project (creative- problem solving);
Excellent proficiency of the English and Dutch languages;
Advanced level in Microsoft Excel;
Other computer software application skills e.g. Word processing, Databases, PowerPoint, AFAS-profit, Internet/e-mail and graphics.

Terms of employment
A competitive salary (starting scale 8 / end scale 9, CAO Dutch Universities) is offered depending on qualifications and experience in accordance with the conditions of employment for Dutch Universities. The appointment implies entry into the Netherlands’ Civil Service Pension Fund (ABP).

Information and application
Additional information can be obtained from Mr R. de Bruijn, Manager Finance (+31 15 2151860 or r.debruijn@un-ihe.org).

Applications in English can be sent till 03 June 2022 including curriculum vitae and motivation letter (as one PDF file with your family name as the filename), to IHE Delft, attn. Human Resource Management (E: recruitment@un-ihe.org), PO Box 3015, 2601 DA Delft, The Netherlands, stating vacancy-number 22-FI-01.