

Junior Finance Allrounder (m/f/d)

Apply now

The mission of CeMM, the Research Center for Molecular Medicine of the Austrian Academy of Sciences, is to achieve maximum scientific innovation in molecular medicine for the improvement of health care. CeMM is an international research institute and a founding member of EU-LIFE, an alliance of leading European life science institutes. At CeMM, an international and creative team of scientists and physicians pursue free basic research in the life sciences in a large and vibrant hospital environment with an outstanding medical tradition and practice. CeMM's research is based on post-genomic technologies and focuses on diseases of major societal importance, such as immune and infectious diseases, cancer, aging, and metabolic disorders. CeMM operates in a unique mode of super-collaboration, linking biology with medicine, experimentation with computation, discovery with translation, and science with society and the arts.

CeMM discovers and develops technologies to explore human biology with the aim of defeating disease at its roots. **Science is our Medicine!**

CeMM is looking for a

Junior Finance Allrounder (m/f/d)

Fulltime, 40 hours per week

Your role

The Finance team at CeMM is responsible for accounting, controlling, and grant post-award services. Following your initial training during your onboarding process, you will have the following tasks:

- Performing accounting tasks and account reconciliations
- Assisting in the preparation of quarterly financial reviews (budget deviation)
- Supporting the preparation of annual financial statements
- Assisting in the preparation of financial reports and analyses
- Support with finance projects (accounting and controlling)
- Collaborating with other departments

Your profile

If you have completed your HAK (Handelsakademie) or HLW (Höhere Lehranstalt für wirtschaftliche Berufe) diploma and are interested in a career in finance, we look forward to receiving your application!

- Completed HAK or HLW diploma (or higher)

- Initial experience in finance is an advantage
- Good knowledge of MS Office, especially Excel
- SAP knowledge is an advantage but not a must
- Excellent written and oral communication skills in English & German
- Analytical thinking and affinity for numbers
- Team player with strong communication skills
- Independent and structured working style

We offer

CeMM is a proud recipient of the HR Excellence in Research Award (HRS4R). This award demonstrates that CeMM cares about the well-being of its staff, that the recruitment process is open, fair, and transparent, and that CeMM provides professional appraisals and career development procedures. CeMM employs more than 300 members, including auxiliary groups, from 47 nationalities. The working language is English. The Institute promotes equal opportunities and is home to a mix of different talents, backgrounds, and competencies.

www.cemm.at

- Work in an experienced, interdisciplinary, and international team in one of Europe's leading research institutes.
- Plenty of opportunities to contribute and gain experience in a key area of biomedical research and precision medicine.
- A wide range of social, cultural and sports activities are organized by the Institute.
- Excellent benefits including full insurance coverage (health, accident, pension), healthcare services, subsidized company cafeteria.
- Minimum gross monthly salary of EUR 3,000 paid 14 times a year
- Normal working week is 40 hours. Core working time is the working time during which the employee must be present at the workplace. Monday to Thursday from 09:00 to 15:00 and Friday from 09:00 to 13:00. A maximum of 1 home office day per calendar week may be used.
- This role is based in Vienna, Austria. You will be required to relocate if you are based elsewhere, and you will receive a generous relocation allowance to support you.

Applications details

Please apply online: <https://cemm.onlyfy.jobs/job/c1parz7j> with your CV , cover letter and the contact details of 2 referees. Applications will be reviewed on a rolling basis.

Additional information

City

Vienna

Position type

Full-time employee

Start of work

01.09.2025

Responsible

Memo Mokhles

Apply now