

# FARI FINANCE OFFICER (M/F/X)

Hybrid/In-Person  
Full-time

## What is FARI

FARI is a non-profit joint-university institute on AI, data and robotics focused on the Common Good. Initiated by two Brussels universities (VUB & ULB) – we are uniting the interdisciplinary expertise across 10 research groups on AI, data, robotics, social sciences, ethics, and law.

We use Brussels as a laboratory to do research together and build bridges with public administrations, industry, and citizens, promoting urban and sustainable AI, with a focus on urban and public priority domains such as health, mobility, climate and energy, sustainable robotics and participatory & inclusive society.

## About the team

The FARI Central support team helps both ULB and VUB researchers in their research and innovation projects, as well as companies and public administrations in the digital transition of society. How will and can AI, Data and Robotics make a difference in making our society more sustainable?

To help the FARI research community as well as the stakeholders we work with (citizens, public administrations, companies), we are expanding this team that is based BeCentral to build a stronger institute and develop new services to support open innovation activities and the FARI objectives.

## Key responsibilities

Your main responsibilities as FARI Finance Officer will include:

- Coordination of the FARI budget cycle: planning, preparation, revisions, and budget execution – working closely with the VUB and ULB Co-Directors; Alignment with VUB & ULB Finance departments to ensure compliance with internal frameworks and guidelines as well as relevant interuniversity agreements;
- Guiding the administrative support staff in complying to financial rules from the two institutions (and regions);
- Assisting the Scientific Office in drafting budgets for project proposals as well as intermediary and final financial project reports;
- Ensuring that VUB & ULB procurement rules are followed during procurement activities;

- Ensuring the available financial resources are utilized in an efficient and transparent manner;
- Ensuring that all project financial activities are carried out on schedule and within budget to achieve the project outputs.

### **Key skills for this position**

- A bachelor's degree in accounting or proven experience
- A minimum of 5-10 years' experience in demonstrated financial functions – experience in an academic environment is considered a bonus;
- Be fully computer literate with Microsoft Office Programs;
- Experience in providing a streamlined administrative service role to a project management team;
- Ability to work independently and collaboratively;
- A startup mindset;
- Fluent in French and English – proficiency in Dutch is considered a bonus.

**Deadline of Application: February 21, 2025**

**Start Date: As soon as possible**

To apply, send your short letter of motivation and CV to [karen.boers@fari.brussels](mailto:karen.boers@fari.brussels)

*Type of contract : 1 year contract with Université Libre de Bruxelles and/or with Vrije Universiteit Brussel,, which turns to a permanent contract after 1 year upon positive evaluation.*

*Hours per week : Full time, 38h a week*

*Work location : FARI (BeCentral, Cantersteen 16, 1000 Brussels)*