



## Finance & Funding Assistant

RailNetEurope (RNE) is an association of European Infrastructure Managers (IMs) and Allocation Bodies (ABs) with the common goal of facilitating international traffic on the European rail infrastructure and increasing the efficiency of the IMs'/ABs' processes. RNE's Joint Office (JO) is located in Vienna with approximately 70 employees from many different European countries.

Detailed information can be found on RNE's website: [www.rne.eu](http://www.rne.eu)

### Your duties / responsibilities

#### Operational Accounting

- Booking and payment of invoices
- Issuing of invoices and reminders
- Booking of bank-, credit card-, and cash transactions

#### Assistance in RNE funding activities:

- Preparation of the minutes related to the funding activities
- Stakeholder management: keeping an overview of meetings and deadlines
- Participation in other funding activities related to the CEF joint calls (financial reporting, cost reporting)

### Your qualifications & skills

- HAS / HAK / HLW (Matura) or other equivalent commercial education or possibly work experience in accounting
- Very good command of both English and German
- Excellent communication skills in an international context
- Problem solving attitude, also under time pressure
- Good MS Office skills (especially Excel)
- Interest in European Transport Policy and experience in EU funding programmes are an advantage.
- Familiarity with BMD NTCS is considered a plus.

## What we offer

- The annual gross minimum wage for this position according to the Austrian Act on Equal treatment is € 40.000, - (full time – 40h/week), with willingness to negotiate overpayments in line with the market, depending on experience and qualifications.
- Up to 50% home office to maintain a good balance between work and leisure time.
- A brand new modern and fully accessible office.
- A friendly and cooperative team with interesting projects.
- Individual development opportunities in an international company.
- Company mobile phone with the possibility of private usage.
- Lunch deal with our neighbouring restaurant, Quartier Sechs.

If you have any questions regarding the position, please feel free to contact us.

## Your benefits



attractive salary



up to 50% home office



modern working environment



mobile phone for private use



lunch deal at  
Quartier Sechs



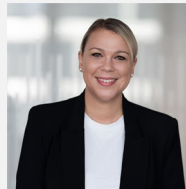
working in a sustainable industry

## Are you interested in the position?

Please, send your CV together with a letter of motivation (including possible starting date and salary expectations) to Ms Eva Weber.

GDPR note:

### Contact Person



**Ms Eva Weber**  
**Team Leader Finance**  
+43 676 571 69 15  
[eva.weber@rne.eu](mailto:eva.weber@rne.eu)

Your job application requires submission of personal information to RNE. According to our internal rules, the RNE Managing Board shall appoint the staff of the Joint Office in Vienna. As an association of more than 30 companies around Europe, RNE members provide their funding and are involved in its operations. With this said we inform all job applicants about the above particularities. Therefore, RNE human resources personnel (or HR agency on its behalf) and RNE management considering your application and RNE members will have access to your personal information included in your CV.

This is our way to find a balance between transparency in our organisation and your privacy. Thus, the applicants are explicitly asked to consent to this and with the submission of your job application, we consider you agree and give explicit consent on the above distributions of your CV to the RNE Managing Board members and the GA representatives.

In other words, by submitting your application, you consent to the processing of your personal data in the above way, and if hired, to the ongoing processing of your personal data for administrative purposes in connection with your employment.