



Internal auditor - pay grade 13 TV-L Berliner Hochschulen

part-time employment may be possible

Vice President, internal audit

Reference number: ZUV-383/25 (starting at the earliest possible / permanent / closing date for applications 31/10/25)

Your responsibility:

- Plan, carry out and report on audits of projects financed by European funding programmes (in particular Horizon 2020, Horizon Europe, INTERREG, ERASMUS+) in accordance with the applicable national and European legal provisions
- Perform independently project audits focusing on compliance to regulations, correctness and cost-effectiveness, including drafting of final report in English
- Assist in other internal audits as required

This role offers the opportunity to assume deputy responsibilities after gaining a thorough understanding of internal operations and consistently performing assigned duties.

Your profile:

- Successfully completed university degree (Master, Diplom or equivalent) in economics, law or related disciplines or equivalent skills and experience
- Proficiency in both German and English is required (min. EU level C1)
- Full proficiency in advanced Excel functionalities from day one
- Knowledge of budget and procurement law (for budget - LHO, AV LHO, travel expense accounting BRKG; procurement - esp. UVgO, GWB)
- Compliance with the relevant work instructions (e.g. GIAS, EU financial regulations, management instructions, etc.)
- Proficiency in Word and PowerPoint; other IT skills are an advantage;
- Knowledge of national and European grants desirable
- Experience in auditing, e.g. auditing, tax consulting, project auditing or the processing of third-party funded projects desirable
- Independent and accurate working style desirable
- Good communication skills and the ability to deal with conflicts or stressful situations desirable
- Lifelong learning mindset desirable

How to apply:

Please send your written application with the documents (cover letter, CV, final certificates - please without detailed grades-, relevant further training and references) in a single PDF to Mrs. Caniglia by e-mail quoting the **reference number** to laura.caniglia@tu-berlin.de.

By submitting your application via email you consent to having your data electronically processed and saved. Please note that we do not provide a guaranty for the protection of your personal data when submitted as unprotected file. Please find our data protection notice acc. DSGVO (General Data Protection Regulation) at the TU staff department homepage: https://www.abt2-t.tu-berlin.de/menue/themen_a_z/datenschutzerklaerung/.

To ensure equal opportunities between women and men, applications by women with the required qualifications are explicitly desired. Qualified individuals with disabilities will be favored. The TU Berlin values the diversity of its members and is committed to the goals of equal opportunities. Applications from people of all nationalities and with a migration background are very welcome.

The vacancy is also available on the internet at:
<https://www.jobs.tu-berlin.de>

