

JOB OFFER

Lleida Biomedical Research Institute is recruiting a:

- Finance and Accounting Manager -

The Institute

The IRBLleida aims to promote, develop, transfer, manage and disseminate research excellence, scientific and technological knowledge, teaching and training in the field of life sciences and health. To this end, it promotes relations and the exchange of knowledge between the research staff and research groups belonging to the various centres and entities in the biomedical field, which operate mainly in the Lleida area; it promotes collaboration with other institutions and entities, prioritising the implementation of joint projects; it raises funds to finance research activities of excellence of interest to the aforementioned centres and devices; and it manages the research resources entrusted to it by the various institutions and entities that form part of it. Within the territorial environment, it collaborates closely with:

- The [University of Lleida](#) (UdL) includes researchers from the Faculties of Medicine and Nursing and Physiotherapy.
- The Catalan [Healthcare system](#) includes healthcare staff from:
 - [Catalan Health Institute \(ICS\)](#): [Arnau de Vilanova University Hospital](#) (HUAV), [the Lleida Primary Care and Community](#) and [Primary Care in the Alt Pirineu-Aran Health Region](#)
 - [Gestió de Serveis Sanitaris](#) (GSS): [Santa Maria University Hospital](#) (HUSM), [Pallars Regional Hospital](#) and [Mental Health](#), among others.

The IRBLleida is a [CERCA](#) institute with its own legal status: Fundació Institució dels Centres de Recerca de Catalunya (I-CERCA) de Catalunya, which is organised according to a model of good governance and operation that ensures efficiency, management flexibility, recruitment and promotion of talent, strategic planning and executive capacity. It is also a Health Research Institute (IIS) accredited by the [Carlos III Health Institute](#) and the Government of the Generalitat, as established by Law 16/2003, of 28 May, on the cohesion and quality of the national health system.

In December 2014, the Lleida Biomedical Research Institute's received the '[HR Excellence in Research](#)' logo from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the [European Charter for Researchers](#) and the [Code of Conduct](#) for the Recruitment of Researchers (Charter and Code).

Please, [check out our Recruitment Policy](#)

Professional profile:

- Junior Manager.

Requirements:

Degree in Business Administration and Management and/or Diploma in Business Studies or similar.

Tasks to be developed:

The successful candidate will perform the following tasks for the Accounting and Finance Department of the Management Office:

- Prepare the annual budget of the institute and monitor it on a monthly basis.
- Supervise the accounting processes and the monthly closing of the accounts.
- Supervise the administrative processes in all areas, grants, donations, clinical trials, current transfers, invoicing of other services and others.
- To supervise and make payments.
- Prepare, supervise and coordinate the annual accounts with the audit team.
- Control the process of registration and invoicing of agreements and contracts with companies.
- Carry out all reporting required both internally and externally.
- Coordinate the quality area, including the elaboration of the IRBLleida process map, the preparation of manuals and documentation, the development of internal regulations, as well as the sending of quality surveys and the elaboration of the annual report.
- Controlling the maintenance of the computer systems, managing the management programme and resolving incidents, proposing improvements and promoting their use.
- Participating in tenders: drafting of specifications when appropriate, opening of tenders as a member of the contracting committee and exercising economic and financial control functions.
- Collaborate in those administrative tasks that are entrusted to him/her by the person in charge, management or direction, with the aim of contributing to the achievement of the objectives of his/her area or department of the IRBLleida.
- Propose process or organisational improvements.
- Participate in the Committees and Commissions that the place requires.

As a follow up of your team you will supervise (although it will be important to learn how to do these processes to serve as a back-up if the need arises):

- The accounting of invoices, payments and receipts.
- The general accounting of the Institution (Subsidies, Donations, Agreements, Contracts, Trials, etc).
- Monitoring and control of fixed assets.
- Preparation of payments and recording of bank movements.
- Bank reconciliation with all entities.
- Preparation of tax settlements (VAT, IRPF, 349 and annual).
- Processing of notifications received by the Public Administrations.
- Invoicing issued for scientific and technical services.
- Claiming customer arrears.
- The monitoring and claiming of invoices pending receipt and other documentation.
- Control and monitoring of agreements.
- Support for researchers in accounting matters.

Would be an asset:

- Professional experience in an auditing firm, or at least 5 years in the coordination of an accounting department.
- Master's or postgraduate degree in the field of economics, business management and administration, finance, human resources management or related fields.
- Experience in administrative and accounting tasks.
- Work experience in project management, grants, donations and research grants.
- Office automation: User of office suite (high level of Excel) with Windows environment.
- English: Advanced or certificate Level B2 Escuela Oficial de Idiomas.
- Person with initiative, strategic vision and used to working under pressure.
- Capacity for analysis, learning and adapting to change.
- Responsible, organised, planned and methodical person.
- Communication and team leadership skills.
- Ease of learning and resolving incidents in the use of software.

The Offer – Working Conditions

- Type of contract: Indefinite with 6 months probationary period.
- Planned start date: Immediate.
- Working day: Full 37.5 hours per week.
- Remuneration: 30,000 euros gross / year NOT including employer's social security contributions.

We provide a highly stimulating environment with state-of-the-art infrastructures. To check out our training and development portfolio, please visit our website in the [training section](#).

We offer and promote a diverse and inclusive environment and welcomes applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation.

The IRBLeida is committed to reconcile a work and family life of its employees and are offering the possibility to benefit from flexible working hours.

Documents and application deadline:

All applications must include:

- A motivation letter
- Full curriculum vitae with contact details and national identity card number.
- Deadline: Please submit your application by October 21, 2022. Latest time for the submission of applications: 14:00 h - Europe/Brussels

Those interested can apply to the 059-22 offer by filling out the form available at <https://www.irbllleida.org/ca/job-application/> and attaching a CV and a cover letter.

Selection process schedule for reference 059-22	
15 days	Publication and dissemination of the job offer: IRBLeida website, social networks, other employment websites according to the features of the job offered

Next 2 working days	Transfer of the CVs to the Selection Committee
Next 5 working days	Meeting of the Selection Committee: <ul style="list-style-type: none"> - Interview of the pre-selected candidates - Evaluation of the candidates and meeting minutes certifying the candidate awarded with the position
Next 5 working days	Completion of the paperwork required to formalize the employment contract
Immediate	Approximate contract starting date
Express selection process	
<p>When an employee must be replaced urgently, for instance, to cover a sick leave, scientific reasons justifying the incorporation on a specific day, specification in a resolution, etc., an express selection process could be undertaken.</p> <p>This selection process will follow the same procedure as the ordinary one, but the duration of several steps will be reduced, <i>i.e.</i> publication of the job offer, submission of applications, evaluation and selection process.</p>	

The contract will be in accordance with the provisions of **article 15 of Royal Legislative Decree 1/1995, of 24 March**, approving the text of the Workers' Statute Act, in accordance with the provisions of **article 2 of Royal Decree 2720/98, of 18 December (B.O.E. of 8 January 1999), Law 12/2001, of 9 July (B.O.E. of 10 July)** and concordant provisions.

The principle of equality between men and women is taken into account, in accordance with **Organic Law 3/2007, of 22 March**, for the effective equality of women and men.

The principle to equal opportunities and treatment, as well as the real and effective exercise of rights by people with disabilities on equal terms with other citizens, through the promotion of personal autonomy, universal accessibility, access to employment, inclusion in the community and independent living and the eradication of any form of discrimination, in accordance with **articles 9.2, 10, 14 and 49 of the Spanish Constitution** and the International Convention on the Rights of Persons with Disabilities and the international treaties and agreements ratified by Spain, in accordance with the provisions of **Royal Legislative Decree 1/2013, of 29 November**.

Informative clause for the processing of personal data

Responsible: Institut de Recerca Biomèdica de Lleida Fundació Dr. Pifarré

Purpose: Management of job offers.

Legitimation: The legal basis of the treatment is the completion of a selection process to fill a position.

Recipients: The data will not be transferred to third parties, except in the legal obligations set by law.

Rights: Access, rectification and deletion of data, as well as other rights, as explained in the additional information.

Additional information: Additional and detailed information on Data Protection can be found our website <http://www.irbllleida.org/en/legal-notice/>

IRB Lleida is committed to the principles of merit-based recruitment and transparency (OTM-R) in accordance with the HRS4R seal requirements.

ANNEX I: SELECTION COMMITTEE

PRESIDENT

- IRBLeida Scientific director
 - Dr. Diego Arango

CHAIRS

- Managing Director IRBLeida
 - Ms. Eva López

SECRETARY

- IRBLeida HR and procurement manager
 - Ms. Elena Moscatel

ANNEX III: SCALE OF MERITS

a) Academic curriculum and complementary training – 30 points.

Valued:

- Master's or postgraduate degree in the field of economics, business management and administration, finance, human resources management or related fields. 8 punts
- Office automation: User of the office package (high level of Excel) with Windows environment (those who pass the first phase will have to take a test to assess their level of Excel). 14 punts
- English: Advance or certificate Level C1 Official School of Languages 8 punts

b) Certified professional experience. 35 points

Valued:

- Proven professional experience in a financial auditing firm or at least 5 years in the coordination of a department. 25 punts
- Work experience in project management, grants, donations and research grants. 10 punts

c) Competence test or interview

35 points