

JOB OFFER

Lleida Biomedical Research Institute is recruiting a:

- Head of Accounting and Finance -

The Institute

The Biomedical Research Institute of Lleida Fundació Dr. Pifarré (IRBLleida) was established with the aim of creating synergies between basic, clinical and epidemiological research, making biomedical research a key driver to improve current clinical practice. IRBLleida covers a chain of translational research, from basic research, aimed at understanding the physiological and pathological mechanisms of the human body, to research that studies the behavior of diseases in large population groups.

The Biomedical Research Institute of Lleida ([IRBLleida](#)) was founded in 2004 through a cooperation agreement between the University of Lleida (UdL) and the Catalan Healthcare system. IRBLleida integrates research groups of the faculties of Medicine and Nursing and Physiotherapy of the UdL. On the other hand, we incorporate research groups from:

1. The Catalan Health Institute ([ICS](#)) both at the hospital level (Arnau de Vilanova University Hospital - [HUAV](#)) and the primary healthcare of [Lleida](#) and the [Alt Pirineu-Aran Health Region](#),
2. The healthcare provider [Gestió de Serveis Sanitaris \(GSS; Santa María University Hospital - HUSM, Pallars Regional Hospital](#) and [Mental Health](#), among others).

IRBLleida has been a CERCA institute since 2013, and as such is organized according to a model of good governance and operation that ensures efficiency, management flexibility, talent recruitment and promotion, strategic planning and executive capacity. It is also one of the 34 Spanish Health Research Institute ([IIS](#)) recognized 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

Reference: 023-24

and Code).

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

Professional profile of the person hired:

- Manager

Requirements (excluding applications that do not complete this section):

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

These requirements must be met at the beginning of participation in the program.

Context and 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 follow it up on a monthly basis.
- Do the monthly closing of the accounts.
- Supervise the administrative processes of all areas, grants, donations, clinical trials, current transfers, invoicing other services and others.
- 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 required reporting.
- Collaborate with the coordination of the quality area.
- Coordinate the maintenance of the ERP system, propose improvements and promote its use.
- Participate in tenders when appropriate.
- To collaborate in those administrative tasks that are entrusted to him/her by his/her managers.
- Propose process or organisational improvements.
- Participate in the Committees and Commissions required by the position.

As a follow-up to 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.

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- General accounting (grants, donations, agreements, contracts, tests, etc).
- Monitoring and control of fixed assets.
- Preparation of payments and recording of bank movements.
- Bank reconciliation with all entities.
- Preparation of tax returns (VAT, personal income tax, 349 and annual tax returns).
- 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.

Desirable but not required/ Nice to have

- Experience in auditing, or at least 5 years in the coordination of an accounting department.
- Master's or postgraduate degree in business management and administration or similar.
- Experience in administrative and accounting tasks.
- Work experience in project management, grants, research grants.
- **Excel: High level (level test will be carried out).**
- Office: Use of all other applications in an agile way, Word, Power Point, etc....
- English: First Certificate or certificate Level B2 EOI.
- 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.

** Those selected for the interview phase will be required to complete an exercise to demonstrate their knowledge of Excel. The exercise requires the ability to use different formulas and simple pivot tables in an agile manner.*

The Offer – Working Conditions

- Type of contract: Indefinite with 6 months probationary period.
- Planned start date: Immediately

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- Working hours: 37.5 hours per week - from 7:30h to 16:00h (with 1 hour for lunch).
- Remuneration and category: Responsible level, to be determined in accordance with the IRBLeida salary table, according to experience ([Salary table IRBLeida 2024](#))

RESPONSIBLE	level 2	Senior Unit Manager	Minimum education: University degree in the area of the position. Requirements: Minimum 4 years of experience required. Duties: High degree of initiative, assumes the management of a unit and the coordination of a team. Responsibilities: Reports to a Head of Department.	36.225,00 €
	level 1	Head of Junior Unit	Minimum degree: University degree in the area of the position. Requirements: Minimum 2 years of experience required. Duties: High degree of initiative, assumes the management of a unit. Responsibilities: Reports to a Head of Department.	31.050,00 €

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. In addition, as a result of different company agreements, the following improvements are recognized:

- Paid leave to go to the doctor for personal health reasons.
- Paid leave to accompany a first-degree relative under 18 years of age, over 70 years of age or with first-degree disability to the doctor.
- Public holidays falling on a Saturday or Sunday are moved to the Monday immediately following or the Friday immediately preceding.
- A special 6-hour working day is established on Holy Thursday, April 23, June 23, December 24, December 31 and January 5.

Documents and application deadline:

All applications must include:

- A motivation letter.
- Full curriculum vitae.

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- The deadline for submission will end on 22 may 2024 at 14.00 hours.

Those interested can apply for the offer by filling in the form (<https://www.irbllleida.org/ca/job-application/>) and sending your CV and a cover letter, indicating the name of the offer for which you are applying and the reference 023-24.

Selection process schedule for reference 023-24	
Minimum 15 days	Publication and dissemination of the job offer: IRBLeida website, "Empléate" portal, social networks, other employment websites depending on the vacancy 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.

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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. IRBLeida has an [Equal Opportunities Plan for men and women](#) and a [Protocol for the prevention and eradication of sexual harassment](#).

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**.

The text of this document has been written in Catalan, Spanish and English, considering the three versions as official, but in case of conflict, the Catalan version will prevail.

IRBLeida 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

- Director of the Institute for Biomedical Research of Lleida
 - Dr. Diego Arango del Corro

CHAIRS

- Manager of IRBLleida
 - Ms. Eva López

SECRETARY

- IRBLleida HR manager
 - Ms. Elena Moscatel

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ANNEX II: 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. 15 points
- Office automation: User of office package with Windows environment. 5 points
- English: First Certificate or certificate Level B2 EOI. 10 points

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 points
- Work experience in project management, grants, donations and research grants. 10 points

c) Competence test or interview - 35 points

- Excel test 15 points
- Interview 20 points

Any application that does not obtain a score of more than 50 points will not be considered.

Information clause on the processing of personal data

Responsible for the processing

Identity: **INSTITUTO DE INVESTIGACIÓN BIOMÉDICA DE LLEIDA (BIOMEDICAL RESEARCH INSTITUTE OF LLEIDA)**

TAX ID: G25314394

Address: Avda. Alcalde Rovira Roure nº80, 25198, Lleida

E-mail: protecciodedades@irbllleida.cat

Purpose of data processing and conservation

At the **INSTITUTO DE INVESTIGACIÓN BIOMÉDICA DE LLEIDA (hereinafter referred to as IRBLLLEIDA)** we process the information you provide as an interested party in order to manage the processing of your CV and application.

The data obtained will be kept for a period of up to 12 months, to cover future applications if they are not updated before or until the interested party objects to their processing.

Legitimation for data processing

The legal basis for the processing of your data is the consent of the interested party when contacting the **INSTITUTO DE INVESTIGACIÓN BIOMÉDICA DE LLEIDA**.

Recipients of your data

Your data will be communicated to third parties and collaborators related to the organisation. Apart from these entities, your data will not be communicated to third parties.

Rights of interested parties

The owners of the data processed by IRBLLLEIDA have the right at all times to access their data, rectify it, oppose its processing or delete it if they believe it is no longer necessary for the purposes for which it was collected. In addition, if you wish, you may request the portability of your data and limitation of their processing. In the latter case, we will only keep them for the exercise or defence of claims. You may also revoke your consent at any time.

To exercise these rights, you may contact **IRBLLLEIDA** by e-mail at protecciodedades@irbllleida.cat. Likewise, if you consider that your rights have been infringed, you may lodge a complaint with the Catalan Data Protection Authority.