

JOB OFFER

Lleida Biomedical Research Institute is recruiting a:

- Administrative Technician for the Accounting and Finance Department -

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 María 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:

- Administrative Technician

Must Have

- Degree in Business Administration and Management and/or Diploma in Business Studies or related subjects

Main duties/responsibilities

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

- Accounting of invoices, payments and receipts.
- General accounting of the Institution (Grants, Donations, Agreements, Contracts, Trials, etc).
- Monitoring and control of fixed assets
- Supporting the accounting and finance manager in the monthly closing of accounts
- Preparation of payments and registration of bank movements
- Carrying out bank reconciliation with all entities
- Preparation of tax settlements (VAT, IRPF, 349 and annual)
- Processing of notifications received from Public Administrations
- Invoicing issued for scientific-technical services
- Claiming late payment from clients
- Support in the follow-up and claiming of invoices pending receipt and other documentation.
- Support in the control and monitoring of agreements
- Support to researchers in accounting matters
- Support to the head of accounting and finance in carrying out the accounting audit
- Support to the Head of Accounting and Finance in the preparation of the Institute's annual accounts.
- Support to the Quality Manager
- Resolving incidents and implementing improvements to the accounting system.
- Other administrative and managerial tasks inherent to the job position

Desirable but not required/ Nice to have

- Postgraduate degree in Accounting and Finance or similar
- Experience in administrative and accounting tasks
- Work experience in project management, grants, donations and research grants.

- Work experience in the field of tax management and auditing.
- Office automation: User of the office package (high level of Excel) with Windows environment.
- English: First Certificate and/or certificate Level B2 Escuela Oficial de Idiomas (Official School of Languages)
- Person with initiative, committed, used to working in a team and under pressure.
- Able to analyse, learn and adapt to changes.
- Responsible, organised, planned and methodical person.
- Ease of learning and resolving incidents in the use of software.

The Offer – Working Conditions

- Type of contract: Indefinite with 6 months probationary period.
- Expected start date: Immediate
- Working hours: Full 37.5 hours per week
- Remuneration: 24.000 € 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 IRBLleida 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
- A complete CV including contact details and National Identity Document number

Deadline: Please submit your application by June 24, 2022. Latest time for the submission of applications: 14:00 h - Europe/Brussels

Those interested can apply to the 025-22 offer by filling out the form available at <https://www.irblleida.org/ca/job-application/> and attaching a CV and a cover letter.

Selection process schedule for reference 025-22	
15 days	Publication and dissemination of the job offer: IRBLleida 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 - Communication of the selected candidate to HR
Next 5 working days	Completion of the paperwork required to formalize the employment contract
May 2022	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.irblleida.org/en/legal-notice/>

IRBLleida 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

- Manager IRBLeida
 - Sra. Eva López
- IRBLeida Accounting and finance manager
 - Sra. Silvia Aresté

SECRETARY

- IRBLeida HR and procurement manager
 - Ms. Elena Moscatel

ANNEX III: SCALE OF MERITS

a) Academic curriculum and complementary training: academic record of the degree. 30 points.

Valued:

- Postgraduate degree in Accounting and Finance or similar 5 points
- Office automation: User of office suite (high level of Excel) with Windows environment **(people who pass the first phase will have to take a test to assess the level of Excel).** 20 points
- English: First Certificate and/or certificate Level B2 Escuela Oficial de Idiomas (Official School of Languages) 5 points

b) Certified professional experience. 35 points

- Experience in administrative and accounting tasks 10 points
- Work experience in project management, grants, donations and research grants. 10 points
- Work experience in the field of tax consultancy and audits 15 points

c) Competence test or interview – 35 points