



**WE ARE LOOKING FOR...**

**Accounting technician in the management office – Part-time (17.5h/week)**

### What do we offer?

<b>Department</b>	Management Office
<b>Type of contract</b>	Replacement contract
<b>Home</b>	Immediate
<b>Working day</b>	17.5 hours/week – part-time
<b>Category</b>	C3 Technician
<b>Remuneration</b>	€13,906.71 gross per annum

### The Institute

The Biomedical Research Institute of Lleida, Dr. Pifarré Foundation (IRBLleida) was created 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.

IRBLleida was founded in 2004 through a collaboration agreement between the University of Lleida (UdL) and the Catalan health system. IRBLleida integrates research groups from the faculties of Medicine and Nursing and Physiotherapy of the UdL. On the other hand, we incorporate research groups from:

1. The Catalan Institute of Health ([ICS](#)) both in the hospital field (Hospital Universitari Arnau

de Vilanova-HUAV) and in [primary care in Lleida](#) and the [Alt Pirineu-Aran Health Region](#).

2. The healthcare provider [Healthcare Service Management \(GSS; Santa Maria-HUSM University Hospital\)](#), [Pallars Regional Hospital](#) and [Mental Health](#), among others).



IRBLeida has been a CERCA institute since 2013, and consequently it is organized according to a model of good governance and operation that guarantees efficiency, flexibility of management, recruitment and promotion of talent, strategic planning and executive capacity.



In addition, it is one of the 34 Spanish Health Research Institutes ([IIS](#)) recognised 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 Biomedical Research Institute of Lleida received the '[HR Excellence in Research](#)' award from the European Commission. It is a recognition of the Institute's commitment to developing a human resources strategy for researchers, designed to align practices and procedures with the principles of the [European Charter for Researchers](#) and the [Code of Conduct](#) for the recruitment of researchers.

Check out our [recruitment policy](#).

## **Professional profile of the person hired**

Administrative Technician C3

## **Requirements (those candidacies that do not meet this point will be excluded)**

- University degree completed in the areas of Management and Administration: Business Administration and Management (ADE), Economics, Management and Public Administration or other related university degrees.
- Economic and accounting knowledge.
- Catalan and Spanish equivalent at level C2.
- English equivalent to B2 level.

These requirements must be met at the beginning of the contract.

## **Tasks to be carried out**

The selected person will join the Accounting and Finance Department of IRBLeida, as a C3 Technician, **to replace part-time (17.5 hours/week)**, and will carry out the following functions:

- Carry out the Monthly Closing, including the registration of accounting entries, with the aim of facilitating the economic analysis carried out by the head of Accounting and Finance.
- To make payment remittances as well as one-off payments (out of remittance), with the aim of facilitating payment to suppliers according to the defined payment period.
- Record the inflows and outflows of money from IRBLeida's bank accounts, as well as carrying out bank reconciliation on a daily basis with the aim of keeping the treasury up to date.
- Record balance transfers between projects, either at the request of the research staff or the Head of Accounting and Finance, with the aim of keeping the accounts up to date.

- Register aid from Structural Subsidies, mainly from employers, with the aim of keeping the database updated.
- Keep taxation up to date, carrying out IRBLeida taxes and sending them to the agency for review and presentation, as well as working on the notifications received by AEAT, carrying out the corresponding procedures, with the aim of achieving a management of IRBLeida taxation, in accordance with current legislation.
- Carry out the invoices issued, and the calculation of the economic statements of the scientific and technical services in order to facilitate the analysis of the Head of Accounting and Finance.
- Monitor the agreements signed with donation, sponsorship, collaboration entities, among others, identifying the state in which each of them is, with the aim of facilitating the process of forming, monitoring of the payment and invoicing at closing.
- Study the delinquency of customers, informing the Clinical Trial Technician to claim invoices for Clinical Trials, as well as claiming payment of the rest of the invoices, to ensure that there are as few non-payments as possible, as defined.
- Record the registrations and deregistrations of fixed assets, in order to keep the IRBLeida inventory up to date.
- Collaborate in the accounting-financial audit, compiling the documentation requested by the auditor (invoices, agreements, etc.), preparing lists of relevant data, circularization letters, among others, to contribute to the preparation of the annual accounts.
- Collaborate in the preparation of the annual budget, with the aim of estimating expenses and income for the following year.
- Calculate indicators and reports of an economic-financial nature, in order to inform the Head of Accounting and Finance or the entities that require it, the correct data.
- Collaborate in those administrative tasks entrusted to them by their manager, management or management, with the purpose of contributing to the achievement of the objectives of their area or department of IRBLeida.

## **It will be valued**

### **Knowledge**

- ✓ Complementary training in Accounting and Finance or similar.
- ✓ Management of the office environment (Excel, Word and PowerPoint) and databases with Windows environment.
- ✓ Knowledge of invoicing management, bank reconciliation and budget control.
- ✓ Catalan and Spanish spoken and written correctly and fluently.

### **Experience**

- ✓ Have work experience in an accounting department.
- ✓ Experience in the registration, exploitation and management of data in computer systems.
- ✓ Preparation of data for the preparation of annual accounts.
- ✓ Work experience in accounting management in research centres.

### **Competences**

- ✓ Organization.
- ✓ Proactivity.
- ✓ Autonomy at work and ability to resolve.
- ✓ High capacity for reporting and drafting documents.

## **What we offer**

- ✓ Contract by substitution.
- ✓ Immediate start.
- ✓ Part-time face-to-face work (17.5 hours per week).
- ✓ Remuneration: €13,906.71 gross per annum.

## Why work at IRBLeida?



We offer a highly stimulating environment with state-of-the-art infrastructures.



We offer complementary training for all profiles. To view our training and development portfolio, please visit our website in the [training section](#).



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



Work-life balance and the possibility of benefiting 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 family member under 18 years of age, over 70 years of age or with a first degree of disability to the doctor.
- Public holidays that coincide with Saturday or Sunday are moved to the Monday immediately following.
- A special 6-hour day is established on Holy Thursday, April 23, June 23, December 24, December 31 and January 5.

## Documentation and deadline for submission

Applications must be accompanied by:

- Cover letter.
- Curriculum vitae.

**The deadline for submission will end on March 5th, 2026 at 2:00 p.m.**

Interested persons can apply for the offer by filling in the form (<https://www.irbllleida.org/ca/job-application/>) and sending their CV and cover letter, indicating the name of the offer to which you are applying and the reference 009-26.

## Selection calendar for the reference process 009-26

Minimum 15 days	Publication and dissemination of the offer: IRB Lleida website, Euraxess (for research staff), social networks, other employment websites depending on the position offered.
Maximum following 2 working days	Sending CVs to the Selection Committee
Maximum following 5 working days	Celebration of the Selection Committee <ul style="list-style-type: none"> <li>- Interview with the pre-selected candidates</li> <li>- Assessment and Award Minutes of the Selection Committee</li> </ul>
Maximum following 5 working days	Carrying out the administrative procedures necessary to formalise the employment contract
Approximate start of the contract	Immediate

## Express selection process

In those cases, in which a worker has to be replaced urgently, for example, to cover sick leave, because for scientific reasons the incorporation must take place on a specific day, because it is provided for in a resolution, etc., an express selection procedure may be followed.

This selection process will follow the same procedure as the ordinary one, but the duration of all phases of the process will be reduced, mainly the phase of publication of the job offer and submission of applications and the phase of evaluation and selection of personnel.

## Regulation and regulatory principles

The hiring will be carried out in accordance with the provisions **of art. 15 of Royal Legislative Decree 1/1995, of 24 March**, approving the text of the Workers' **Statute Law**, in accordance with the provisions **of art. 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. IRBLeida has an Equal Opportunities Plan for men and women and a Protocol for the prevention and eradication of sexual harassment.

The right to equal opportunities and treatment is taken into account, 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 jobs, etc. inclusion in the community and independent life 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**.

**IRBLeida is committed to the principles of Merit-Based Recruitment and Transparency (OTM-R) in accordance with the HRS4R seal requirements**



## ANNEX I. MEMBERS OF THE SELECTION COMMITTEE

<b>President</b>	Ms. Eva López, Manager of IRBLeida
<b>Members</b>	Mr. Albert Dalmases, Head of the Accounting and Finance Department of IRBLeida
<b>Secretary</b>	Ms. Elena Moscatel, Head of the People and Legal Department of IRBLeida

## ANNEX II. SCALE OF MERITS

<b>Academic curriculum and complementary training</b>	<b>40 points</b>
• Complementary training in Accounting and Finance or similar	10 points
• Management of the office environment (Excel, Word and PowerPoint) and databases with Windows environment.	10 points
• Knowledge of billing management and budget control.	15 points
• Catalan and Spanish spoken and written correctly and fluently.	5 points
<b>Accredited professional experience</b>	<b>40 points</b>
• Have work experience in the accounting department	15 points
• Experience in the registration, exploitation and management of data in computer systems.	5 points
• Preparation of data for the preparation of annual accounts.	10 points
• Work experience in accounting management in research centres.	10 points
<b>Competency test or interview</b>	<b>20 points</b>
• Criteria subject to value judgment will be assessed in accordance with the interview carried out	20 points
<b>Maximum score</b>	<b>100 points</b>

**Applications that do not exceed 50% of the maximum score will be rejected**

## Data protection information clause

### Data controller

Identity: **BIOMEDICAL RESEARCH INSTITUTE OF LLEIDA**

CIF: G25314394

Postal address: Av. Alcalde Rovira Roure nº80, 25198, Lleida

Email: [protecciodedades@irbllleida.cat](mailto:protecciodedades@irbllleida.cat)

### Purpose of data processing and storage

At the **LLEIDA BIOMEDICAL RESEARCH INSTITUTE** (hereinafter referred to as **IRB LLEIDA**) we process the information you provide us as an interested party, to manage the processing of your CV and candidacy.

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 there is opposition to their processing by the interested party.

### Legitimacy for data processing

The legal basis for the processing of your data is the consent of the interested party when contacting the **LLEIDA BIOMEDICAL RESEARCH INSTITUTE**.

### Recipients of your data

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

### Rights of the interested parties

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

To exercise these rights, you can contact **IRB LLEIDA** through the email [protecciodedades@irbllleida.cat](mailto:protecciodedades@irbllleida.cat). Likewise, if you consider that your rights have been violated, you may file a complaint with the Catalan Data Protection Authority.