



WE ARE LOOKING FOR...

**Administrative for the accounting department in the
management office – replacement contract**

What do we offer?

Department	Department of Accounting and Finance
Type of contract	Fixed-Term Contracte + Maternity Leave Cover
Home	Immediate
Working day	37.5 hours/week – full-time
Category	Administrative C4
Remuneration	€24,723.06 gross / year

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 health provider [Gestió de Serveis Sanitaris \(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.



HR EXCELLENCE IN RESEARCH

In December 2014, the Institute for Research in Biomedicine of Lleida received the '[HR Excellence in Research](#)' award from the European Commission. This 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 (Charter and Code).

Check out our [recruitment policy](#).

Professional profile of the person hired

Administrative.

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

- Training cycle in administrative management or similar

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

Tasks to be carried out

The selected person will join the IRBLleida management office in the Compatibility Department as an Administrative C4, to replace a maternity leave and will carry out the following tasks:

- Accounting for invoices, payments and collections.
- General accounting of the Institution (Subsidies, Donations, Agreements, Contracts, Trials, etc.).
- Monitoring and control of fixed assets.
- Preparation of payments and registration of bank transactions.
- Carrying out bank reconciliation with all entities.
- Processing and tracking of orders.
- Support in the processing of notifications received by Public Administrations.
- Support in the monitoring and claim of invoices pending receipt and other documentation.
- Support for researchers in accounting matters.
- Resolution of incidents and implementation of improvements to the accounting system.
- Other administrative and management tasks inherent to the job.

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

- ✓ Work experience in the accounting department.
- ✓ Experience in the registration, exploitation and management of data in computer systems.
- ✓ Experience in order processing or similar
- ✓ Work experience in accounting management in research centres or similar.

Competences

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

What we offer

- ✓ Fixed-term contract due to production-related circumstances, followed by a temporary replacement contract to cover maternity leave.
- ✓ Immediate start.
- ✓ Full-time position (37,5 hours per week).

- ✓ Remuneration: €24,723.06 gross/year.

Why work at IRBLeida?



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



We offer complementary training for all profiles. To consult our training and development portfolio, 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 October 29, 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 your CV and cover letter, indicating the name of the offer to which you are applying and the reference 053-26.

Selection calendar for the reference process 053-26

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 - Interview with the pre-selected candidates - Assessment and Award Minutes of the Selection Committee
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 contract will be carried out 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. 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

President	Ms. Eva López, Manager of IRBLeida
Members	Mr. Albert Dalmases, Head of the Accounting and Finance Department of IRBLeida Ms. Silvia Aresté, Technician of the Accounting and Finance Department of IRBLeida
Secretary	Ms. Elena Moscatel, Head of the People and Legal Department of IRBLeida

ANNEX II. SCALE OF MERITS

Academic curriculum and complementary training	40 points
• 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
Accredited professional experience	40 points
• Work experience in the accounting department	15 points
• Experience in the registration, exploitation and management of data in computer systems.	5 points
• Experience in order processing or similar	10 points
• Work experience in accounting management in research centers or similar	10 points
Competency test or interview	20 points
• Criteria subject to value judgment will be assessed in accordance with the interview carried out	20 points
Maximum score	100 points

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

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**, You have the right at any time to access your data, rectify it, oppose its processing or delete it if you believe that 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 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 may contact **IRB LLEIDA** via email protecciodedades@irbllleida.cat. Likewise, if you consider that your rights have been violated, you may file a complaint with the Catalan Data Protection Authority.

PERSONES
PERSONAS
PEOPLE