

[254_MG_FinOff](#)

Recruitment App Link

<https://webapps.bsc.es/recruitment/job/265>

Website Node ID

51547

Job Reference

254_MG_FinOff

Position

Finance Projects Support Officer

Closing Date

Friday, 30 November, 2018

Reference: 254_MG_FinOff

Job title: Finance Projects Support Officer

About BSC

The Barcelona Supercomputing Center - Centro Nacional de Supercomputación (BSC-CNS) is the leading supercomputing center in Spain. It houses MareNostrum, one of the most powerful supercomputers in Europe, and is a hosting member of the PRACE European distributed supercomputing infrastructure. The mission of BSC is to research, develop and manage information technologies in order to facilitate scientific progress. BSC combines HPC service provision and R&D into both computer and computational science (life, earth and engineering sciences) under one roof, and currently has over 500 staff from 44 countries.

Look at the BSC experience:

[BSC-CNS YouTube Channel](#)

[BSC-CNS Corporate Video](#)

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Context And Mission

The Finance Projects Support Officer will be responsible for the whole financial monitoring and reporting process of the center's projects, mainly European and national. Furthermore the candidate will be responsible for the organization of events, settlement of the participants' expenses and implementation of reports for the COST research projects.

Key Duties

- Work with the projects' Principal Investigators, carefully plan the use of BSC financial and human resources within the centre's national and European research projects.
- Take responsibility for the official periodic and final reporting of the projects to the funding agencies, as well as the quarterly reports to the project coordinators.
- Maintain project information up to date in the BSC's SAP Business One project database.
- Prepare and manage the necessary documentation for external audit reports.
- Monitor the budget and income of the projects.
- Keep updated the information on the EU management platform (E-Cost Management Tool).
- Give support in and during the event's organization (meetings, conferences, workshops, etc...).

Requirements

- Education
 - Degree in Economics, Business Administration or similar.
 - Master in Finances or Economics or similar will be valued.
 - Specific postgraduate or other courses are a plus.
- Essential Knowledge and Professional Experience
 - 1-4 years of experience in a similar position
 - Medium-high knowledge in Office Pack (especially in EXCEL).
 - Good level of English, spoken and written.
- Additional Knowledge and Professional Experience
 - Knowledge or significant experience with SAP.
 - Experience in financial projects management would be a plus.
 - Knowledge of Auditing processes will be valued.
- Competences
 - Be organized and methodical.
 - Have initiative spirit and be proactive.
 - Be able to work individually and in team.
 - Be able to work under pressure.
 - Have good interpersonal skills.
 - Service attitude and assertiveness.

Conditions

- The position will be located at BSC within the Management Department
- We offer a full-time contract, a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible hours, extensive training plan, tickets restaurant, private health insurance, fully support to the relocation procedures
- Duration: Temporary - 2 years renewable
- Salary: we offer a competitive salary commensurate with the qualifications and experience of the candidate and according to the cost of living in Barcelona
- Starting date: 10/12/2018

Applications Procedure

All applications must include:

- A motivation letter with a statement of interest, including two contacts for further references - **COMPULSORY** - Applications without this document will not be considered
- A full CV including contact details

Deadline

The vacancy will remain open until suitable candidate has been hired. Applications will be regularly reviewed and potential candidates will be contacted.

Diversity and Equal Opportunity Employment

BSC-CNS is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or any other basis protected by applicable state or local law.

Barcelona Supercomputing Center - Centro Nacional de Supercomputación

Source URL (retrieved on 28 Nov 2018 - 13:50): <https://www.bsc.es/join-us/job-opportunities/254mgfinoff>