

Title : Grants Manager for Post Award department

Location : Campus Clinic

Reports to : Grants Office manager

Starting date: Inmediat

Description:

The Barcelona Institute for Global Health, ISGlobal, is the fruit of an innovative alliance between academic, government, and philanthropic institutions to contribute to the efforts undertaken by the international community to address the challenges in global health.

What We Are Looking for:

ISGlobal is looking for an enthusiastic and motivated Grants Manager for join our Post Award Department.

Key Responsibilities

- Maintain communication with the projects' team at CRESIB and partners.
- Maintain communication with the donors.
- Be abreast with financial regulations and legislations.
- Draft, create and adapt independently templates and forms for reporting
- Coordinate consortium reports with the supervision of the Project Manager
- Prepare budget for new proposals.
- Prepare summary of expenses from the ERP for revision by Project team.
- Prepare accurate financial reports with supervision of project team in a timely manner.
- Coordinate with the other departments of the institution for issues related to the set-up and signature of contracts and subawards.
- Payment transfers to partners upon validation by project team and finally by the budget holder.
- Prepare/finalize financial report.
- Prepare, proof read and format legal documents, such as memoranda, e-mails, contracts, and letters.
- Take part to the elaboration of the annual budget providing information related to the project
- Follow-up of the expenses and budget monitoring.

Una iniciativa de:

 Obra Social "la Caixa"

- Management of amendments and risks to the project.
- Responsible to meet requirements of the donors.
- Preparation and coordination of audits.
- Close-out of the project
- (Responsibilities might vary from time to time according to the needs of the research

team)

Required Skills:

- Contract drafting and negotiation skills.
- Understanding of contract and legal terminology and concepts.
- Ability to communicate effectively, both orally and in writing.
- Excellent proofreading ability and very strong attention to detail.
- Ability to work independently with minimum direction, but comfortable with working in a collaborative environment under short deadlines and varied workload.
- Experience being liaison or focal contact point in an international consortium, with partners from resource constricted countries a bonus.
- Experience in financial management of international consortium and work with funds from US donors. Familiar with exchange rates issues.
- Excellent Excel and Microsoft Office products, knowledge of ERP.
- Excellent level of English

Required Experience:

- Minimum of three years in financial management of international consortium
- Experience in Research Management
- Experience drafting confidential disclosure agreements, simple agreement amendments, and other types of research-related documents.

Conditions:

Full time position.

Salary based on internal salary scales

Language:

Good level of English, Spanish and Catalan.

How to apply:

Candidates should send a CV and a cover letter through ISGlobal website (Job Offers).

Only shortlisted candidates will be contacted.

In ISGlobal we are committed to maintaining and developing a work environment in which the values and principles of our organization are respected and equal opportunities between women and men be promoted in each of the areas in which we operate, not tolerating discrimination based on criteria such as age, sex, marital status, race, ethnicity, disabilities, political leanings, religion or sexual orientation.