

JOB OPENING AT IRB BARCELONA

ACCOUNTING & TAX OFFICER (ref.AD/20/02)

Created in 2005 by the Generalitat de Catalunya (Government of Catalonia) and the University of Barcelona, IRB Barcelona is a Severo Ochoa Centre of Excellence—a seal that was awarded in 2011.

The institute is devoted to conducting research of excellence in biomedicine and to transferring results to clinical practice, thus improving people's quality of life, while simultaneously promoting the training of outstanding researchers, technology transfer, and public communication of science. Its 25 laboratories and seven core facilities address basic questions in biology and are orientated to diseases such as cancer, metastasis, Alzheimer's, diabetes, and rare conditions.

IRB Barcelona is an international centre that hosts 400 members and 30 nationalities. It is located in the Barcelona Science Park. IRB Barcelona forms part of the Barcelona Institute of Science and Technology (BIST) and the "Xarxa de Centres de Recerca de Catalunya" (CERCA).

IRB Barcelona is seeking an **Accounting & Tax Officer to join the Finance Department** to cover a maternity leave. The successful candidate will provide support for day-to-day financial management issues related to suppliers and month-end closing tasks.

DUTIES

- Producing the internal and external invoicing and following up on the receipts.
- Cost analysis: Such as, reviewing and updating the Core Facilities prices.
- Preparing periodic reports related to the Core Facilities.
- Collaborating with financial reporting and accounting analytics.
- Preparing the necessary reports for tax liquidation, established by the current legislation.
- Following up and check control with suppliers.
- Support the rest of the team in different financial activities.
- To contribute to the continuous system implementations and process improvement.

EXPERIENCE, KNOWLEDGE, SKILLS & SELECTION CRITERIA

Must Have - Required

- **Experience:** 3/5 years of experience as an accountant/tax or similar position. Previous experience on acting as budget accountant related to public sector will be a plus.
- **Knowledge:**
 - Degree in Finance, Accounting, Business or Administration.
 - Knowledge of tax legislation.
 - Advanced Excel skills.
 - ERP (i.e. SAP Business One).
 - English (Intermediate level).



IRB BARCELONA endorses the Requirements and Principles of the *European Charter for Researchers*, the *Code of Conduct for the Recruitment of Researchers*, and Open, Transparent, Merit-based recruitment promoted by the European Commission and follows Equal Opportunities policies.

On 9 December 2014, IRB Barcelona was awarded the "HR Excellence in Research" logo. This recognition reflects the commitment of the Institute to the continuous improvement of its human resources policies in line with the *Charter & Code*. The Institute works to ensure fair and transparent recruitment and appraisal procedures.

- **Skills:**
 - Teamwork skills.
 - Good organisational, planning and multi-tasking capacities.
 - Results-oriented person.
 - Ability to work under tight deadlines.

WORKING CONDITIONS & ENTITLEMENTS

- **Working conditions:** Employed in compliance with Spanish legislation and regulations under a full-time contract. Employees receive the benefits of the Spanish Social Security system covering sickness, maternity/paternity leave and injuries at work. Salary commensurate with experience and qualifications.
- **International Environment:** The opportunity to join a prestigious international research institution and become a member of our administration team.
- **Continuous training** in a high-quality environment.

HOW TO APPLY & SELECTION PROCESS

Applications for the above opening should include a CV and should be sent by e-mail to: irbjobs@irbbarcelona.org, indicating the Reference: **AD/20/02**

- **Deadline for applications:** 16/03/2020
If no suitable candidate is found, the deadline will be extended.
- **Number of positions available:** 1
- **Selection process:**
 - **Pre-selection:** Will be based on CV, motivation letter and experience.
 - **Interviews:** Short-listed candidates will be interviewed.
 - **Job Offer:** Will be sent to the successful candidate after the interview.

For more information please visit our website at: www.irbbarcelona.org

Note: The strengths and weaknesses of the applications will be provided upon request.

If you, as an applicant, have any suggestion or wish to make a complaint regarding the selection process, please contact us at the following email address: irbrecruitment.suggestions@irbbarcelona.org. You will receive a response within a month.