

**Reference:** 113\_21\_MNG\_FIN\_AO

**Job title:** Accounting Officer (Internship)

## 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 700 staff from 49 countries.

Look at the BSC experience:

[BSC-CNS YouTube Channel](#)

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## Context And Mission

The Finance and Accounting Group is responsible for the management of financial resources of all activities of BSC-CNS (expenses, budgets, audits, banking relations, suppliers, payment of receipts). In accordance with current financial legislation and accounting regulations, they administer the funds and assets of the center. The Group also prepares financial reports for audits and accountability. In this context we look for a person to give support in the accounting and financial management of the center.

Reporting to the Accounting coordinator, the final candidate will assist the finance and accounting team in the tasks described below.

The candidate we are looking for will have interactions with members of all the BSC and all relevant stakeholders.

## Key Duties

- Account payable invoice posting
- Manage documents via SAP
- Prepare reports for the accounting group
- Carry out general tasks of support to the accounting department, scanning process and internal control of execution of general expenses of the centre
- Cash and credit card transactions reconciliations
- Assist in financial and tax audits

## Requirements

- Education
  - Degree in Economics, Business Administration or similar
- Essential Knowledge and Professional Experience
  - No required experience
  - Knowledge of Accounting and tax system. Public system is a plus
  - Excellent skills in Microsoft office (Advanced level in Excel)
  - Knowledge of a specific accounting program (preferably SAP) will be valued
- Competences

- An organized, methodical person, with an interest in administrative and financial support tasks is required for this position
- High level of Spanish, oral and written (for Spanish documents processing)
- At least medium level of English, oral and written
- Team player, effective time management and prioritization
- Ability to work effectively in a fast-paced, high volume, deadline-driven environment
- Planning and organizing (Structured mindset)
- Meticulous attention to the detail and ability to multi task
- Flexibility

## Conditions

- The position will be located at BSC within the Management Department
- We offer a full-time fellowship, a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible working hours, extensive training plan, tickets restaurant, fully support to the relocation procedures
- Duration: Temporary - 6 months (to confirm depending on the norms of the University)
- A financial compensation will be provided for the whole duration of the fellowship
- Starting date: ASAP

## Applications Procedure

All applications must include:

- A Cover Letter with a statement of interest in English, including two contacts for further references - Applications without this document will not be considered
- A full CV in English 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.