

Reference: 51_20_MNG_FAO

Job title: Finance & Accounting 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 650 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, creating accurate and timely financial statements and records for the Center

The candidate we are looking for will have interactions with members of all the BSC, the Governing bodies, Public Institutions, Universities, Providers and all relevant stakeholders.

Key Duties

- Economic management of clients. Control and follow-up of work execution, service billing and revenue recording
- Supervision and realization of the justification of institutional grants and specific management assignments
- Supervision of the invoicing and registration of supplier invoices
- Treasury management and monitoring. Reconciliation of accounts and bank statements, control and follow-up of payment planning
- Preparation of financial reports and extraction of economic data for accounting analysis and monitoring of budget execution
- Carry out general tasks of support to the accounting department, scanning process and internal control of execution of general expenses of the centre

This is not a full definition of the role but covers the main aspects and drivers for success.

Requirements

- Education
 - Degree in Economics, Business Administration or similar
- Essential Knowledge and Professional Experience

- 2-3 years of minimum experience in similar position similar position or related role
 - Experience in an international environment will be valued
 - Experience in a Research or Academic centre is preferred
 - Knowledge of Spanish tax legislation will be valued
 - 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)
 - 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 contract, a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible working hours, extensive training plan, tickets restaurant, private health insurance, fully support to the relocation procedures
- Duration: Temporary - 3 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: 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.

This position is reserved for candidates who meet the requirements and have the legal status of disabled persons with a degree of disability equal to or greater than 33%. In case there are no applicants with disabilities that meet the requirements, the rest of the candidates without declared disability will be evaluated.