

Reference: 14_20_MNG_FIN_FO

Job title: Finance Officer for Project Management

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 Officer for Project Management will be responsible for financial and effort projection, monitoring and reporting of the centre's (mainly) EU and nationally-funded research projects.

Key Duties

- Working with the projects' Principal Investigators, carefully plan the use of BSC financial and human resources within the centre's nationally and European funded research projects
- Take responsibility for the official periodic and interim 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 and monitor the budget and income
- Work with the centre's external auditors for the projects. Prepare and manage the necessary documentation
- Maintain contact with the projects' Principal Investigators and provide them with the information they need about individual projects

Requirements

- Education
 - Degree in Economics, Business Administration or similar
 - Master in audits or similar will be valued
 - Specific relevant postgraduate or other courses a plus
- Essential Knowledge and Professional Experience
 - High level in Office (especially in EXCEL)
 - High level of English
 - 1-3 years of experience on a similar position
- Additional Knowledge and Professional Experience
 - Management knowledge of R&D Projects
 - Knowledge of Auditing processes
 - Knowledge of SAP
- Competences

- Be organized and methodical
- Have Initiative 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 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: as soon as possible

Applications Procedure

To apply, please send the following documents on this webpage: <https://www.bsc.es/join-us/job-opportunities/1420mngfinfo>

- 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.