

JOB DESCRIPTION

Ref: 34_Dir_PMPA

Job Title: Research Financial Post-Award 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 460 staff from 44 countries.

Learn more about the BSC experience:

[BSC-CNS YouTube Channel](#)

[BSC-CNS Corporate Video](#)

[Let's stay connected with BSC Folks!](#)

Mission of the role

The Research Funding Post-Award Officer will be responsible for financial and effort projection, monitoring and reporting of the centre's (mainly) EU and nationally funded research projects.

Responsibilities

- 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
- Work with the centre's external auditors for the projects. Prepare and manage the necessary documentation
- Monitor the budgets of the projects (that real spending corresponds to the projected spending) and income
- Maintain contact with the projects' Principal Investigators and provide them with the information they need about individual projects.
- Maintain contact with other relevant stakeholders (Public Institutions, Project Managers, Group Leaders, and Department Directors etc.)
- Calculate and keep Indirect cost rates up to date

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
- **Knowledge and professional experience**
 - High level in Office (especially in EXCEL)
 - Advanced Accounting

- Knowledge or some experience with SAP
- High level of English
- Management knowledge of R&D Projects
- Knowledge of the Framework Program of the European Commission and Spanish Science and Technology
- 1-2 years in a similar position

Competences

In order to be successful in this role the candidate should:

- 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 and will report functionally to the Head of Administration and Finance. The contract will be first temporary for two years renewable
- We offer a full-time contract, a good working environment, flexible hours and a medical assurance. Salary will depend on the qualifications and experience of the candidate
- Duration of the contract: This position is expected to last around 12 months, in order to cover a peak in workload, but may be extended, depending on performance and future workload
- Starting date: asap

Application Procedure

All applications must to be send at the following link <http://www.bsc.es/about-bsc/employment/vacancies/34dirmpa-0> or directly at rrhh@bsc.es including:

1. Cover letter and a statement of interest, including two recommendation letters or contacts
2. A full CV including contact details

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