



The Vall d'Hebron Research Institute (VHIR) is a public sector institution that promotes and develops the research, innovation and biosanitary teaching of the Vall d'Hebron University Hospital. Through the excellence of our research, we identify and apply new solutions to the health problems of society and we contribute to spread them around the world.



HR EXCELLENCE IN RESEARCH

In April 2015, the **Vall d'Hebron Research Institute (VHIR)** obtained the recognition of the European Commission **HR Excellence**.

This recognition proves that VHIR endorses the general principles of the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (**Charter & Code**).

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Budget & Billing Technician

Contracted Clinical Research Directorate

VHIR is seeking two highly skilled Financial experts to join our organization as a key members of the Contracted Clinical Research Directorate. The final candidates will support the area in performing the budgets, negotiation, follow-up and billing of the clinical trials activity developed at VHIR; thus, contributing to the success of VHIR's clinical research strategy.

JOB DESCRIPTION

Education and qualifications:

Required:

- Bachelor's degree in business or accounting or equivalent professional qualification. Further certifications will be relevant
- Proven experience as an administrative / financial / personal assistant
- Fluent (spoken and written) English

Experience and knowledge:

Required:

- 2-years of experience in budgeting, invoicing, negotiation, preferably in a clinical trials-based environment.
- Previous experience in the public sector and/or Research Institutes will be positively valued
- Solid financial analytical skills, with expertise in accounting and proposal negotiation.
- Excellent written and verbal communication skills, a calm person and able to interact with a variety of stakeholders
- with the ability to present complex financial information to non-financial stakeholders.
- Ability to work effectively in a fast-paced, dynamic environment and manage multiple priorities.
- Well-organized, proactive, results oriented professional with close attention to detail.
- Team player with ability to interact with different units / departments of the Organization



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- Fluent in Catalan (level C), Spanish and English (B2).
- Proficiency on Excel and MS suite

Desired:

- Good organization in your workplace
- Proactivity, teamwork, learning ability
- Business orientation and service vocation

Main responsibilities and duties:

- Preparation and review of economic reports and budgets related to clinical trials
- Management and maintenance of the Non-Competitive Research Directorate price catalog
- Communication with research teams/promoters/suppliers
- Follow-up of activities to reconcile and prepare pro forma invoices and final invoicing
- Follow-up and resolution of incidents with external and internal clients
- Economic review of sponsorship agreements and clinical trials
- Management of the internal tools of the process of budgeting, activity monitoring and billing for Clinical Trials
- Any other work-related task that contributes to the general functioning of the Contracted Clinical Research Directorate

Labour conditions:

- Full-time position: 40h/week.
- Starting date: immediate
- Gross annual salary: Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale
- Contract: Permanent



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What can we offer?

- Incorporation to Vall d'Hebron Research Institute (VHIR), a public sector institution that promotes and develops the biomedical research, innovation and teaching at Vall d'Hebron University Hospital (HUVH), the biggest hospital of Barcelona and the largest of Catalan Institute of Health (ICS).
- A scientific environment of excellence, highly dynamic, where high-end biomedical projects are continuously developed.
- Continuous learning and a wide range of responsibilities within a stimulating work environment.
- Individual training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more)
- Corporate Benefits: platform through which you can obtain significant discounts on travel, culture, technology, gastronomy, sports... among many others.
- Healthy Offering: choose from a variety of wellbeing focused activities to be the healthiest you.

How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference **“Budget & Billing Technician”** to the following email addresses: seleccio@vhir.org

Deadline to apply: 18/02/2024

The Fundació Hospital Universitari Vall d'Hebron-Institut de Recerca - "VHIR"-, with NIF G-60594009, address in Barcelona -08035-Passeig Vall d'Hebron 119-129, Edifici Mediterrània, 2a planta and telephone (34) 934 89 30 00 is the data controller for the processing of your personal data. The data will be processed exclusively for the purpose of managing your participation in the selection process, as well as, if necessary, managing your participation in other selection processes.



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Unless you give your informed consent to keep your personal data for future selection processes, in the event that the selection process is completed and you are not the person selected, your personal data will be deleted and blocked in order to be able to respond to any possible liabilities that may arise.

The legal basis of the processing is the execution of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

The recipient of the data will be the VHIR's Professional Development personnel and no transfer of personal data is foreseen, except for the fulfilment of legal obligations applicable to the data controller. International data transfers are not foreseen. No automated decisions will be taken, including profiling. In general, personal data will not be communicated to third parties, except for legal obligations in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) to persons who are entitled to request them. You have the rights of access, rectification, deletion, portability, limitation and opposition that can be exercised at any time through the email dpd@ticsalutsocial.cat or lopd@vhir.org. In compliance with Regulation (EU) 2016/679, the VHIR has appointed a data protection officer, whose contact details are dpd@ticsalutsocial.cat. You can also lodge a complaint with the competent Data Protection Authority by contacting www.apdcat.cat or www.aepd.es.



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