



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**).

VHIR embraces Equality and Diversity. As reflected in our values we work toward ensuring inclusion and equal opportunity in recruitment, hiring, training, and management for all staff within the organization, regardless of gender, civil status, family status, sexual orientation, religion, age, disability or race.



Budget & Billing Technician

Contracted Clinical Research Directorate

VHIR is seeking a highly skilled Financial expert to join our organization as a key member 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: 17/04/2024