



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

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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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## Administrative Accountant

### Competitive Research Projects Directorate

The mission of this Area is to attract and manage competitive funds, guaranteeing the fulfilment of the scientific and economic milestones of the projects, contributing to the strategy of institutional and international positioning and sustainability of VHIR, in accordance with the priorities of the Institutional Strategic Plan. In addition, the Competitive Projects Unit coordinates the management of national and international projects, creating new alliances and building on existing ones such as the European University Hospitals Alliance (EUHA), the European Translational Medicine Infrastructure (EATRIS) and the European Clinical Research Infrastructure (ECRIN), among others.

VHIR's national projects unit offers one administrative position.

#### JOB DESCRIPTION

##### Education and qualifications:

##### Required:

- Advanced vocational training (Accounting, Finance).
- Catalan and Spanish (C2).

##### Desired:

- Good command of MS Office, databases, and/or ERP systems.

##### Experience and knowledge:

##### Required:

- At least 2 years of experience in administrative support tasks in accounting management units.
- Experience in information management and organisation.
- Work experience in the public, biomedical research and/or healthcare sector.



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### Desired:

- Knowledge about the main competitive funding instruments (funding agencies, programs, calls, regulations).

### Main responsibilities and duties:

- Management of internal invoices and charges for competitive projects:
  - Review of eligibility of expenditure and budget awarded
  - Authorisation and posting of invoices and internal charges
  - Management of possible incidents of invoices and internal charges
  - Posting of documentation in the system and ensuring that it is correct
- Management of the payment slips corresponding to competitive projects:
  - Review of documents submitted to meet the relevant eligibility criteria for expenditure
  - Accounting for payment slips
  - Management of possible incidents arising from payment slips
  - Submit the documentation in the system and make sure it is correct
  - Management and formalities for the weekly transfer of payments
- Support in the accounting tasks of the post-Award teams of the Competitive Research Area.
- Participate in the continuous improvement of internal processes.
- Provide training and guidance to recently recruited team members.
- Collect team performance indicators and report to line manager.



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- Support all those tasks of the area of action that are assigned to him/her by the manager.

### Labour conditions:

- Full-time position: 40h/week.
- Starting date: immediate.
- Contract: permanent.
- Gross annual salary: Salary is commensurate with qualifications and consistent with our Collective Agreement pay scales.
- Contract: Open-ended contract linked to the project

### 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.



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- **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 motivation letter with the reference "**Administrative Accountant**" to the following email address: [seleccio@vhir.org](mailto:seleccio@vhir.org)

**Deadline to apply: 27-05-2024**

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.

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](mailto:dpd@ticsalutsocial.cat) or [lopd@vhir.org](mailto: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](mailto:dpd@ticsalutsocial.cat). You can also lodge a complaint with the competent Data Protection Authority by contacting [www.apdcat.cat](http://www.apdcat.cat) or [www.aepd.es](http://www.aepd.es).