



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.

Administrative Accountant

Competitive Research Projects Unit

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 two administrative positions.

JOB DESCRIPTION

Education and qualifications:

Required:

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

Experience and knowledge:

Required:

- At least 1 year of experience in administrative support tasks in accounting management units.
- Experience in information management and organisation.

Desired:

- Knowledge of the main tools of competitive funding.



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Main responsibilities and duties:

- Management of internal invoices and charges for competitive projects:
 - o Review of eligibility of expenditure and budget awarded
 - o Authorisation and posting of invoices and internal charges
 - o Management of possible incidents of invoices and internal charges
 - o Posting of documentation in the system and ensuring that it is correct.
- Management of the payment slips corresponding to competitive projects:
 - o Review of documents submitted to meet the relevant eligibility criteria for expenditure.
 - o Accounting for payment slips
 - o Management of possible incidents arising from payment slips
 - o Submit the documentation in the system and make sure it is correct
 - o Management and formalities for the weekly transfer of payments
- Support in the accounting tasks of the Table-Award team of Competitive Research Projects.
- Participate in the continuous improvement of internal processes.
- 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: 18.589,05€ (Wage ranges are consistent with our collective agreement wage scale)

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.



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- 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.

How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference “**Admin Projectes Recerca Competitius**” to the following email address: seleccio@vhir.org