



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 and Financial Manager (part time , 20 hours a week).

Infectious Disease Department, Tropical Medicine Unit

JOB DESCRIPTION

Administrative and Financial Manager (part time , 20 hours a week).

Experience : from 3 to 5 years

Location : Barcelona and remote

Do you have a solid financial management training? Do you like to support high quality management to a team? and do you have work experience, e.g. in an association , with projects funded by the EU, in a small company or in an international environment? if this you sounds well to you , it could be ours new Administrative and Financial Manager (part time , 20 hours a week).

Our new colleague will take care of administration financing of two projects Europeans who currently coordinate our group in Angola. to have success in this position , you must have previous experience in finance and ability to detect numeric . errors.

VHIR has their main Offices in Barcelona. You will work in Barcelona and remotely in 70% of your time . The working language will be Spanish and in second place Portuguese and English (only for proposal writing) European), while Portuguese is used to communicate with Portuguese partners .

Other workplace focus will be to help in the preparation of European proposals.



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.

JOB DESCRIPTION

Education and qualifications:

Required:

- Minimum 3 (preferably 5) years of experience in a similar position
- Qualification degree (BA, BSc or higher) in subjects relevant (eg accounting , finance , business administration , economics) or alternatively training successfully completed specialized or professional as well as a first concrete experience in this field of work

Experience and knowledge:

Required:

- Strong attention to detail and good skills analytical
- excellent skills computing in Microsoft Office applications , especially Excel
- Familiarity with cloud -based computing , editing collaborative document _
- good oral and written communication skills in Spanish and English
- Basic Level of Portuguese
- excellent skills organizational and interpersonal skills with the ability to function in a fast-paced multicultural environment
- Familiarity in working for European Projects
- Experience in financial audit processes
- Mastery of the Financial Regulation of European Projects
- Knowledge of Logical Framework and Project Life cycle

Desired:

- Portuguese Fluent

Main responsibilities and duties:



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.

Financial administration of European projects (100%)

- tracking project budget co-financed by the EU managed by the group , in close Collaboration with the Project Coordinator Europeans .
- Budget update according to field work and always respecting the guidelines of the European Union.
- Ensuring high quality of related finance workflows within projects and in relation to our donors , in particular the European Commission , as well as compliance with the specific guidelines provided by the European Commission (especially DG INTPA).
- you will also be asked to act as point of contact with the Projects Unit when it comes to the guidelines of the European Commission for the implementation financial and contractual projects .
- Control and verification expenses sent by different organizations and adaptation to the auditor's requirements
- collect financial information for the construction of financial reports .
- Contribute to the compilation of activities for the narrative reports .
- Contribute to financial requests for new Projects
- Contribute to the preparation of amendments together with the Project Manager.
- other support in administrative tasks to the Project Manager

Labour conditions:

- Incorporation into the Vall d'Hebron Research Institute (VHIR), a public sector institution that promotes and develops research , innovation and teaching biomedical at the Vall d'Hebron University Hospital (HUVH), the largest hospital in Barcelona and the largest in the Catalan Health Institute (ICS).
- A scientific environment of excellence , highly dynamic , where they develop continually Projects high-end biomedical
- learning and a wide range of responsibilities within a work environment _ stimulating .
- Personal training opportunities .
- Flexible working hours .
- 23 days of vacation + 9 days personal .
- Flexible Compensation Program (includes checks dining room , safe medical , transportation and more) .



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.

- Salary : €15,000 Gross Annual (part-time)
- Benefits social : Flexibility hours and teleworking

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 Programme (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.
- Benefits social : Flexibility hours and teleworking

How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference " Manager Administrative Financial " to the following email addresses: and seleccio@vhir.org.; esperanza.esteban@vhir.org