200_MG_AccManagTech

Job Reference

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Position

Accounting Management Technician

Data de tancament

Diumenge, 31 Desembre, 2017

About BSC

The Barcelona Supercomputing Center - Centro Nacional de Supercomputación (BSC-CNS) is the leading supercomputing center in Spain. It houses MareNostrum, one of the most powerful supercomputers in Europe, and is a hosting member of the PRACE European distributed supercomputing infrastructure. The mission of BSC is to research, develop and manage information technologies in order to facilitate scientific progress. BSC combines HPC service provision and R&D into both computer and computational science (life, earth and engineering sciences) under one roof, and currently has over 500 staff from 44 countries.

Look at the BSC experience:

BSC-CNS YouTube Channel

BSC-CNS Corporate Video

Let's stay connected with BSC Folks!

Context and Mission

The Finance and Accounting Group is responsible for the management of financial resources of all activities of BSC-CNS (expenses, budgets, audits, banking relations, suppliers, payment of receipts). In accordance with current financial legislation and accounting regulations, they administer the funds and assets of the center. The Group also prepares financial reports for audits and accountability. In this context we look for a person to give support in the accounting and financial management of the center.
Key Duties

- Economic management of clients. Control and follow-up of work execution, service billing and revenue recording
- Supervision and realization of the justification of institutional grants and specific management assignments
- Supervision of the invoicing and registration of supplier invoices
- Inspection and presentation of business operations. Preparation of information for audits and presentation of commercial operations
- Management of inspection and surrender of commercial operations. Preparation of the tax payment IRPF, VAT and corporation tax
- Treasury management and monitoring. Reconciliation of accounts and bank statements, control and follow-up of payment planning
- Preparation of financial reports and extraction of economic data for accounting analysis and monitoring of budget execution
- Carry out general tasks of support to the accounting department, scanning process and internal control of execution of general expenses of the centre

Requirements

- Education
  - Degree in Economics, Business Administration or similar
  - Master in audits or similar will be valued
  - Specific relevant postgraduate or other courses a plus

- Knowledge and Professional Experience
  - Knowledge of Accounting and tax system
  - 3-4 years of minimum experience in similar position. años de experiencia mínima en puesto similar
  - Knowledge of a specific accounting program (preferably SAP) will be valued
  - Knowledge of tax legislation
  - Domain of the Office Package (Excel and Word)
  - Average knowledge of English will be valued

- Competences
  - An organized, methodical person, with an interest in administrative and financial support tasks is required for this position
  - Team player, effective time management and prioritization

Conditions

- The position will be located at BSC within the Finance Department
- We offer a full-time contract, a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible hours, extensive training plan, tickets restaurant, private health insurance, home office, fully support to the relocation procedures
Salary: we offer a competitive salary commensurate with the qualifications and experience of the candidate and according to the cost of living in Barcelona
Starting date: asap

Applications Procedure

All applications must include:

- A motivation letter with a statement of interest, including two contacts for further references
- A full CV including contact details

Deadline

The vacancy will remain open until suitable candidate has been hired. Applications will be regularly reviewed and potential candidates will be contacted.

Diversity and Equal Opportunity Employment

BSC-CNS is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or any other basis protected by applicable state or local law.

Barcelona Supercomputing Center - Centro Nacional de Supercomputación