Job Reference

314_22_MNG_FP_FPO

Position

Finance Projects Officer for Project Management

Data de tancament

Dilluns, 31 Octubre, 2022

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Job title: Finance Projects Officer for Project Management

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 770 staff from 55 countries.

Look at the BSC experience:

BSC-CNS YouTube Channel

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Context And Mission

The Finance Officer for Project Management will be responsible for financial and effort projection, monitoring and reporting of the centre’s (mainly) EU and nationally-funded research projects.

Key Duties

- Working with the projects’ Principal Investigators, carefully plan the use of BSC financial and human resources within the centre’s nationally and European funded research projects
- Take responsibility for the official periodic and interim reporting of the projects to the funding agencies, as well as the quarterly reports to the project coordinators
- Maintain project information up to date in the BSC’s SAP Business One project database and monitor the budget and income
- Work with the centre’s external auditors for the projects. Prepare and manage the necessary documentation
- Maintain contact with the projects’ Principal Investigators and provide them with the information they need about individual projects

**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

- **Essential Knowledge and Professional Experience**
  - High level in Office (especially in EXCEL)
  - High level of English
  - 0-2 years of experience on a similar position

- **Additional Knowledge and Professional Experience**
  - Management knowledge of R&D Projects
  - Knowledge of Auditing processes
  - Knowledge of SAP

- **Competences**
  - Be organized and methodical
  - Have Initiative and be proactive
  - Be able to work individually and in team
  - Be able to work under pressure
  - Have good interpersonal skills
  - Service attitude and assertiveness

**Conditions**

- The position will be located at BSC within the Management Department
- We offer a full-time contract, a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible working hours, extensive training plan, tickets restaurant, private health insurance, fully support to the relocation procedures
- Duration: Open-ended contract due to technical and scientific activities linked to the project and budget duration
- 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: September 2022
Applications procedure and process

All applications must be made through BSC website and contain:

- A full CV in English including contact details
- A Cover Letter with a statement of interest in English, including two contacts for further references - Applications without this document will not be considered

In accordance with the OTM-R principles, a gender-balanced recruitment panel is formed for every vacancy at the beginning of the process. After reviewing the content of the applications, the panel will start the interviews, with at least one technical and one administrative interview. A profile questionnaire as well as a technical exercise may be required during the process.

The panel will make a final decision and all candidates who had contacts with them will receive a feedback with details on the acceptance or rejection of their profile.

At BSC we are seeking continuous improvement in our recruitment processes, for any suggestions or feedback/complaints about our Recruitment Processes, please contact recruitment [at] bsc [dot] es.

For more information follow this link

Deadline

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

OTM-R principles for selection processes

BSC-CNS is committed to the principles of the Code of Conduct for the Recruitment of Researchers of the European Commission and the Open, Transparent and Merit-based Recruitment principles (OTM-R). This is applied for any potential candidate in all our processes, for example by creating gender-balanced recruitment panels and recognizing career breaks etc.

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.

For more information follow this link

Barcelona Supercomputing Center - Centro Nacional de Supercomputación

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