



CREAF



SEVERO
OCHOA
EXCELLENCE

PROJECT FINANCIAL MANAGER FOR THE SEVERO OCHOA PROGRAM (ref. 20-035-94001)

CREAF is seeking for a technician, specialized in project management (both administrative and financial), in the context SEVERO OCHOA award (2018 SEVERO OCHOA Excellence Centers, ref. CEX2018-000828-S, from the *Agencia Estatal de Investigación*). The contract will be full-time (37.5 h per week), and is expected to start during the month of November/December 2020 and will last until the end of the project (December, 14th of 2023). The salary range offered is between 25.546,53 and 30.000 € gross/per year according to aptitude and experience provided by the person.

BENEFITS

- Flexible schedule.
- Work and family balance.
- Public sector working hours: 37.5 h per week.
- Intensive working hours during the months of July and August.
- Continuous training.
- Easiness of access to the center, located at the *Universitat Autònoma de Barcelona* (Bellaterra), by both public and private transport.

TASKS

- Management of application proposals for national, regional and European grants (including Horizon 2020, Marie Curie and ERC grants): application process, review of the financial aspects of the proposal, administrative aspects...
- Offering personalized support to researchers throughout the post-award phase.
- Monitoring and financial monitoring of projects.
- In the case of coordinated European projects, support in the preparation of the Consortium Agreement, signing of the Grant Agreement, modification of the grant agreement, administrative-financial coordination tasks of the consortium...
- Preparation and presentation of justification reports and project audits.
- Any other administrative, legal and/or financial management related to the projects.

REQUIREMENTS

- Bachelor Degree in Business Economics, Business Administrations and Management or similar.
- Minimum 2 years of experience in economic management, justifications and audits of research projects and/or in the management of proposals (application procedures) both national and European.
- Advanced level of the Microsoft Office main programs (Excel, Word).
- First Certificate or demonstrable medium level of English.

ASSESSABLE CONDITIONS

- Experience in public research centers (preferably CERCA system), technology centers or public universities.
- Knowledge of management programs, preferably A3ERP.

CREAF. Campus UAB. Edifici C 08193 Cerdanyola del Vallès (Barcelona)

Tel. + 34 93 581 46 72 laboral@creaf.uab.cat www.creaf.cat | blog.creaf.cat



CREAF



SEVERO
OCHOA
EXCELLENCE

- Personal skills: flexibility, problem solving, responsibility, organization and ability for team work.
- It will be specially valued to hold an official certificate of disability.

SELECTION PROCESS AND CRITERIA

The selection process is led by CREAM Project Office, and will be overseen by the Management Office and the Staff Management Office of CREAM. This process consists of:

1. Admission of candidates: **applicants must submit a curriculum vitae, a cover letter (maximum 500 words) and the questionnaire attached to the offer (filled), by email to laboral@creaf.uab.cat, until 2 November 2020, indicating the reference code of the offer.** Applications referred to another portal, other than CREAM job openings section and the instructions included in this, will not be accepted.
2. Pre-selection: determination of compliance with the minimum requirements of the offer.
3. Selection: assessment of the preselected candidates by scoring based on objective criteria.
4. Final decision: in case of finding the suitable person, the election will be formally communicated to him/her, and the identification of the chosen person will be published on CREAM job openings section.

