

## PROJECT FINANCIAL MANAGER FOR THE *LIFE MIDMACC* PROJECT (ref. 21-021-04709)

CREAF is seeking for a technician, specialized in project management (both administrative and financial), to join the LIFE MIDMACC project (“Mid-mountain adaptation to climate change”), ref. CCA/ES/001099, funded by the European Commission. The contract will be part-time (30 hours per week), and is expected to start as soon as the selection process will finish. The contract is expected to last until the end of the project, 30/06/2024. The salary offered is depending on candidates’ skills and in accordance with our collective agreement.

### TASKS

- Administrative, accounting and management assistance of the project.
- Collection, verification and digital management of the financial documentation sent by the partners.
- Economic monitoring of the project.
- Preparation and submission of justification and audit reports.
- Any other administrative, legal and/or financial management related to the project.

### REQUIREMENTS

- Degree preferably in Business Sciences, Economics, Business Management and Administration or similar, but other profiles with proven experience or knowledge in the required areas of action will be accepted.
- Minimum 2 years of experience in management, justifications and/or audits of European funding research projects, preferably from the LIFE program.
- 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 (A3ERP, Navision, SAP Business One, ...).
- 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

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 e-mail to [laboral@creaf.uab.cat](mailto:laboral@creaf.uab.cat), until 22 July 2021, indicating the reference code of the offer.** Applications referred to another portal, different than CREAM job openings section (<http://www.creaf.cat/work-with-us>) and the instructions included in this portal, 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 the CREAM job openings section.