



**CREAF**



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HR EXCELLENCE IN RESEARCH

## **PROJECT FINANCIAL MANAGER FOR THE EU PROJECTS “HORIZON 2020 - AD4GD” AND “LIFE REINFORCEMENT” (ref. 23-024-29790)**

The CREAM Project Management Office is seeking for a technician, specialized in project management (both administrative and financial), to join the HORIZON EUROPE project “AD4GD”, Grant Agreement nr. 101061001, and the LIFE project LIFE22-CET-EBP reinforcement, Grant Agreement nr. 101104367, both funded by the European Commission.

The contract will be full-time (37,5 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, 31/12/2026, with continuity possibilities due to the exponential growth of the center. The salary will be between 27,892.51€ and 30,797.97€ gross per year, according to knowledge and experience provided.

The center is committed to reconciling the work and family life of its employees and we offer a leave period of Easter and Christmas apart from the corresponding holidays, as well as the possibility of benefiting from flexible schedules and teleworking.

### **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 financial reports and audit.
- Any other administrative, legal and/or financial management related to the project (amendments, communications to the EC...)

### **REQUIREMENTS**

- Degree 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 economic management, justifications and/or audits of European funding research projects, preferably Horizon.
- 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.
- Candidates who have a recognized disability and accredited equal to or greater than 33% will be prioritized, as long as the disability is compatible with the proper performance of the job.

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## 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), indicating the reference code of the offer.** The reception of candidatures will be made until the ideal candidate is found to occupy the position, **but at least, until 1<sup>st</sup> May 2023**. 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.

