

PROJECT FINANCIAL MANAGER FOR THE SEVERO OCHOA PROGRAM (ref. 20-040-94001)

CREAF is seeking for a technician, specialized in project management (both administrative and financial), in the context of the 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 envisaged to start during the month of May 2021, and will last until the end of the project (14th of December 2023), with possibility of a fix contract. Salary will depend on qualifications and demonstrated experience.

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.
- Possibility to work in-site and teleworking
- Easiness of access to the center, located at the *Universitat Autònoma de Barcelona* (Bellaterra), by both public and private transport.

TASKS

- Support in the preparation of proposals, mainly in administrative and economics aspects
- Management, monitoring and financial monitoring of projects once awarded.
- Personalized support to researchers in project management during the post-award phase.
- Monitoring and financial monitoring of projects.
- Preparation and presentation of supporting reports and project audits.
- Participation and support in the preparation of audit of centers.
- Any other administrative, legal and/or financial management related to the projects.

REQUIREMENTS

- Bachelor's Degree in business economics, Business Administrations and Management or similar.
- Minimum 2 years of experience in economic management, justifications AND/OR 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.
- A higher level of English (Advanced, Proficiency...) will be valued positively.
- Knowledge of Catalan and other EU languages.
- 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 email to laboral@creaf.uab.cat, until 29 april 2021, 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.

