



WE ARE LOOKING FOR...

**ADMINISTRATIVE ASSISTANT FOR THE ACCOUNTING AND
FINANCE DEPARTMENT**

The Institute

The Institute of Biomedical Research of Lleida, Dr. Pifarré Foundation (IRBLleida) was created with the aim of creating synergies between basic, clinical and epidemiological research, making biomedical research a key driver to improve current clinical practice. IRBLleida covers a chain of translational research, from basic research, aimed at understanding the physiological and pathological mechanisms of the human body, to research that studies the behavior of diseases in large population groups.

IRBLleida was founded in 2004 through a collaboration agreement between the University of Lleida (UdL) and the Catalan health system. IRBLleida integrates research groups from the faculties of Medicine and Nursing and Physiotherapy of the UdL. On the other hand, we incorporate research groups of:

1. The Catalan Health Institute ([ICS](#)) both at the hospital level (Arnau de Vilanova University Hospital -[HUAV](#)) and the primary healthcare of [Lleida](#) and the [Alt Pirineu-Aran Health Region](#),
2. The healthcare provider [Gestió de Serveis Sanitaris \(GSS; Santa María University Hospital -HUSM, Pallars Regional Hospital](#) and [Mental Health](#), among others).

IRBLleida has been a CERCA institute since 2013, and as such is organized according to a model of good governance and operation that guarantees efficiency, management flexibility, talent attraction and promotion, strategic planning and executive capacity.



It is also one of the 34 Spanish Health Research Institute ([IIS](#)) recognized by the [Carlos III Health](#)



[Institute](#) and the Government of the Generalitat, as established by Law 16/2003, of 28 May, on the cohesion and quality of the national health system.

In December 2014, the Lleida Biomedical Research Institute's received the '[HR Excellence in Research](#)' logo from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the [European Charter for Researchers](#) and the [Code of Conduct](#) for the Recruitment of Researchers (Charter and Code).



HR EXCELLENCE IN RESEARCH

Please, [check out our Recruitment Policy](#)

Professional profile of the person hired:

Administrative

Requisit Requirements (excluding applications that do not complete this section):

Training course in administrative management or related field

These requirements must be met at the beginning of participation in the program.

Context and tasks to be developed:

The successful candidate will perform the following tasks for the Accounting Department of the Management Office:

- Accounting for invoices, payments and collections.
- Supervision, dispatch and follow-up of orders placed by research groups.
- General accounting of the Institution (Grants, Donations, Agreements, Contracts, Trials...).
- Preparation of payments and registration of bank movements.
- Preparation of bank reconciliation with all entities.
- Preparation of tax settlements (VAT, IRPF, 349 and annual).
- Support in the processing of notifications received by the Public Administrations.
- Invoicing issued for scientific-technical services and contracts.
- Claiming of customer arrears.
- Support in the follow-up and claiming of invoices pending receipt and other documentation.
- Support to researchers in accounting matters.
- Other administrative and management tasks inherent to the job position.

Desirable but not required/ Nice to have

Knowledge

- Complementary training in Accounting and Finance or similar.
- Office automation: User of office package (high level of Excel) with Windows environment.
- English: Preliminary English Test (PET) and/or certificate Level B1 EOI.

Experience

- Experience performing administrative and accounting tasks.
- Work experience in project management, grants, donations, and research grants.

Competencies

- Committed person, used to working in a team and under pressure.
- Ability to learn and adapt to changes.
- Responsible, organized, planned and methodical person.
- Ease of learning and troubleshooting in the use of software.

What we offer

- ✓ Temporary contract of 6 months with 2 months probationary period.
- ✓ Immediate incorporation.
- ✓ Full working day (37.5 hours per week).
- ✓ Remuneration to be determined, according to the category indicated in our salary table, depending on the experience and value of the selected person.

Senior Administrative	21.114,00 €
Administrative	19.002,60 €
Administrative Assistant	15.876,00 €

Why work with IRBLleida?



We provide a highly stimulating environment with state-of-the-art infrastructures.



We offer complementary training for all profiles. To consult our training and development portfolio, please visit our website in the training section.



We offer and promote a diverse and inclusive environment and welcomes applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation.



Reconciliation of work and family life and the possibility of benefiting from flexible working hours. In addition, as a result of different company agreements, the following improvements are recognized:

- Paid leave to go to the doctor for personal health reasons.
- Paid leave to accompany a first-degree relative under 18 years of age, over 70 years of age or with first-degree disability to the doctor.
- Holidays that coincide with Saturday or Sunday are moved to the Monday immediately following.
- A special 6-hour working day is established on Holy Thursday, April 23, June 23, December 24, December 31 and January 5.

Documents and application deadline:

All applications must include:

- A motivation letter.
- Full curriculum vitae.

The deadline for submission will end on 11 November 2024 at 14.00 hours.

Those interested can apply for the offer by filling in the form (<https://www.irbllleida.org/ca/job-application/>) and sending your CV and a cover letter, indicating the name of the offer for which you are applying and the reference 053 -24.

Selection process schedule for reference 053-24	
Minimum 15 days	Publication and dissemination of the job offer: IRBLeida website, REGIC portal, social networks, other employment websites depending on the vacancy offered.
Next 2 working days	Transfer of the CVs to the Selection Committee
Next 5 working days	Meeting of the Selection Committee: <ul style="list-style-type: none"> - Interview of the pre-selected candidates - Evaluation of the candidates and meeting minutes certifying the candidate awarded with the position
Next 5 working days	Completion of the paperwork required to formalize the employment contract
Immediate	Approximate contract starting date
Express selection process	
<p>When an employee must be replaced urgently, for instance, to cover a sick leave, scientific reasons justifying the incorporation on a specific day, specification in a resolution, etc., an express selection process could be undertaken.</p> <p>This selection process will follow the same procedure as the ordinary one, but the duration of several steps will be reduced, <i>i.e.</i> publication of the job offer, submission of applications, evaluation and selection process.</p>	

Regulation and normative principles

The contract will be in accordance with the provisions of **article 15 of Royal Legislative Decree 1/1995, of 24 March**, approving the text of the Workers' Statute Act, in accordance with the provisions of **article 2 of Royal Decree 2720/98, of 18 December (B.O.E. of 8 January 1999)**, **Law 12/2001, of 9 July (B.O.E. of 10 July)** and concordant provisions.

The principle of equality between men and women is taken into account, in accordance with Organic Law 3/2007, of 22 March, for the effective equality of women and men. IRBLleida has an Equal Opportunities Plan for men and women and a Protocol for the prevention and eradication of sexual harassment.

The principle to equal opportunities and treatment, as well as the real and effective exercise of rights by people with disabilities on equal terms with other citizens, through the promotion of personal autonomy, universal accessibility, access to employment, inclusion in the community and independent living and the eradication of any form of discrimination, in accordance with **articles 9.2, 10, 14 and 49 of the Spanish Constitution** and the International Convention on the Rights of Persons with Disabilities and the international treaties and agreements ratified by Spain, in accordance with the provisions of **Royal Legislative Decree 1/2013, of 29 November**.

IRBLleida is committed to the principles of merit-based recruitment and transparency (OTM-R) in accordance with the requirements of the HRS4 seal.

ANNEX I: SELECTION COMMITTEE

President	Sra. Eva López, Manager
Chairs	Sr. Albert Dalmases, Accounting Department and Finance Manager
Secretaria	Sra. Elena Moscatel, People Department and Legal Manager

ANEX III. SCALE OF MERITS

Academic curriculum and complementary training	40 points
<ul style="list-style-type: none">• Complementary training in Accounting and Finance or similar.	15 points
<ul style="list-style-type: none">• Office automation: User of office package (high level of Excel) with Windows environment.	20 points
<ul style="list-style-type: none">• English: Preliminary English Test (PET) and/or certificate Level B1 EOI.	5 points
Accredited professional experience	40 points
<ul style="list-style-type: none">• Experience performing administrative and accounting tasks.	25 points
<ul style="list-style-type: none">• Work experience in project management, grants, donations, and research grants.	15 points
Competency test or interview	20 points
<ul style="list-style-type: none">• Criteria subject to a value judgment will be evaluated	20 points
Maximun score	100 points

Applications that do not exceed 50% of the maximum score will be rejected.