



WE ARE LOOKING FOR...

**Technician for the accounting and finance department
(replacement)**

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:

Senior administrative technician

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

- Minimum university degree, or equivalent qualification, related to the area of employment.

These requirements must be met at the start of the contract.

Context and tasks to be developed:

The selected person will join the Accounting and Finance Department of IRBLleida for a substitution and will carry out the following functions:

- Perform the Monthly Closing, including the registration of accounting entries, with the aim of facilitating the economic analysis carried out by the head of Accounting and Finance.
- To make payment remittances as well as timely payments (out of remittance), with the aim of facilitating the payment to suppliers according to the defined payment period.
- To record the inflows and outflows of money from the IRBLleida's bank accounts, as well as the daily bank reconciliation in order to keep the treasury up to date.
- To record balance transfers between projects, either at the request of the research staff or the Head of Accounting and Finance, in order to keep the accounts up to date.
- To record Structural Grant support, mainly from employers, in order to keep the database up to date.
- Keeping the taxation up to date, making IRBLleida taxes and sending them to the agency for review and presentation, as well as working the notifications received by AEAT, carrying out the corresponding procedures, with the aim of achieving a management of the IRBLleida taxation, in accordance with current legislation.
- To make the invoices issued, and the calculation of the economic statements of the technical scientific services with the aim of facilitating the analysis to the Head of Accounting and Finance.
- To monitor the agreements signed with donation, sponsorship and collaboration entities, among others, identifying the status of each of them, with the aim of facilitating the process of form, monitoring of income and invoicing at the end of the year.
- Studying client arrears, informing the Clinical Trials Technician to claim invoices for Clinical Trials, as well as claiming payment of the rest of the invoices, in order to ensure that there are as few unpaid invoices as possible, as defined.
- Registering the additions and removals of fixed assets, in order to keep the IRBLleida inventory up to date.

- Collaborate in the accounting-financial audit, compiling the documentation requested by the audit (invoices, agreements, etc.), preparing lists of relevant data, circularisation letters, etc., to contribute to the preparation of the annual accounts.
- Collaborate in the annual preparation of the budget, with the aim of estimating expenditure and income for the following year.
- Calculate economic-financial indicators and reports, in order to inform the Head of Accounting and Finance or the entities that require it, the correct data.
- Collaborate in those administrative tasks that are entrusted to him/her by his/her responsible, management or direction, with the purpose of contributing to the achievement of the objectives of his/her area or department of IRBLeida.

Desirable but not required/ Nice to have

Knowledge

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

Experience

- Have more than 5 years of work experience in the accounting department.
- Have more than 2 years of work experience in the public sector.
- Work experience in grant management, donations.

Competencies

- Organisation
- Autonomy
- Proactivity

As this is a replacement contract, priority will be given to candidates who meet the requirements established in article 17 of Royal Decree Law 1/2023:

- Be under 30 years of age for the duration of the maternity replacement contract and subsequent contracts.
- Be registered as unemployed.

What we offer

- ✓ Contract for substitution.
- ✓ Immediate incorporation.
- ✓ Full time (37.5 hours per week).
- ✓ Remuneration 28.503,90€ gross per year

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 December 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 065 -24.

Selection process schedule for reference 065-24	
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

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.

This selection process will follow the same procedure as the ordinary one, but the duration of several steps will be reduced, *i.e.* publication of the job offer, submission of applications, evaluation and selection process.

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. IRBLeida 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**.

IRBLeida 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. Alber Dalmasses, responsible of the IRBLleida Accounting and Finance Dept.
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: Office package user (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 (Official School of Languages)	5 points
Accredited professional experience	40 points
<ul style="list-style-type: none">• Have more than 5 years of work experience in an accounting department.	20 points
<ul style="list-style-type: none">• Have more than 2 years of work experience in the public sector.	10 points
<ul style="list-style-type: none">• Work experience in grant management, donations.	10 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.

Informative clause on data protection

Responsible for processing

Identity: INSTITUT DE RECERCA BIOMÈDICA DE LLEIDA

TAX ID: G25314394

Postal address: Av. Alcalde Rovira Roure nº80, 25198, Lleida

E-mail: protecciodedades@irbllleida.cat

Purpose of data processing and conservation

At the INSTITUT DE RECERCA BIOMÈDICA DE LLEIDA (hereinafter referred to as IRB LLEIDA) we process the information you provide as an interested party in order to manage the processing of your curriculum and application.

The data obtained will be kept for a period of up to 12 months, in order to collect future applications if these are not updated before or until there is opposition to their processing by the interested party.

Legitimacy for the processing of data

The legal basis for the processing of your data is the consent of the interested party when contacting the INSTITUT DE RECERCA BIOMÈDICA DE LLEIDA.

Addressees of your data

Your data will be communicated to third parties and collaborators related to the organisation. Apart from these entities, the data will not be communicated to third parties.

Rights of interested parties

The owners of the data processed by IRB LLEIDA have the right at all times to access their data, rectify them, oppose their processing or delete them if they believe that they are no longer necessary for the purposes for which they were collected. Furthermore, if you wish, you may request the portability of your data and limitation of their processing. In this latter case, we will only keep them for the exercise or defence of claims. Likewise, you may revoke the consent given at any time.

To exercise these rights you may contact IRB LLEIDA by e-mail at protecciodedades@irbllleida.cat. Likewise, if you consider that your rights have been violated, you may lodge a complaint with the Catalan Data Protection Authority.

PERSONES
PERSONAS
PEOPLE

