

It complies with the European Charter for Researchers and the code of conduct for the recruitment of researchers

Call for hiring a Support Technician for economic and accounting management

Ref: TA 2019-02

FUNDACIÓN IMDEA AGUA
Avda. Punto Com, 2
28805 Alcalá de Henares (Madrid), España

IMDEA Water is a nonprofit research Institute, promoted by the Community of Madrid, to carry out research in water technologies. This Institute is part of the IMDEA net, new institutional framework that combines support from both public and private sector and harmonizes the research with market demand, strengthening the presence of the private sector in science.

The position

This call is to cover a technician position to support the economic and accounting management.

The selected candidate will be offered a full-time indefinite employment contract (37.5 hours / week).

Annual indicative gross salary: 18.000 - 21.000 Euros.

The work to be performed will be:

- Development activity: accounting and administrative.
- Reconciliation of orders and invoices, bank reconciliation, basic treasury, forecasts, billing.
- Management of orders and suppliers.
- Preparation of remittances for payments.
- Generation and maintenance of physical files.
- Inventory maintenance.
- Monitoring of expenses for justification of grants and preparation of files.

The incorporation of the candidate is expected to take place from **June 2019**.

Prerequisites

Candidates must satisfy the following requirements:

- Professional formation of higher education: administration.
- Training and experience: financial, analytical and program accounting.
- Minimum professional experience of four years in the justification of public grants and the justification of research projects.
- Experience in commercial correspondence management.
- Management of Microsoft Office: excel (high level).
- Knowledge of spoken and written English.
- Serious and responsible person with ability to adapt to new work environments.

We will value positively:

- Knowledge of Financial and Analytical Accounting.
- Knowledge of the Accounting Plan Regulations for Non-Profit Entities.
- Knowledge of public procurement.
- Professional experience in foundations or public entities.

Selection criteria

- Curriculum Vitae.
- Adjustment of training and experience of the candidate to the required profile.

Those candidates who have the best profile could be called for an interview.

Documents to present

Candidates must present the following information:

- Curriculum Vitae in Spanish or English.
- Certificate of academic title.
- A cover letter presenting his/her candidacy and merits, and including his/her personal motivation (in Spanish or English).
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Instructions to apply

Applications and the associated documents must be sent by e-mail to oferta.agua@imdea.org indicating the reference of the position in the subject (Ref. TA 2019-02).

Only applications that include all required documentation indicated in this section, submitted electronically by e-mail and within the deadline specified in the "Deadline" section will be taken into consideration

Deadline

The deadline for submission of applications is **April 21, 2019**.

Applications received by other way than that specified in this call; after the deadline or incomplete will be rejected automatically.

Workplace

The workplace will host the IMDEA Water Foundation: Avenida Punto Com, 2 - 28805 Alcalá de Henares, Madrid.

Resolution

Final decisions will be personally communicated by e-mail to all the candidates.

Personal data protection

Who processes your data? Fundación IMDEA Agua, based at Avenida Punto Com, nº2 - 28805 Madrid, Spain. You may contact the person (data protection delegate) in charge of protecting data at datos.agua@imdea.org

For what purpose? To study your candidacy during the selection process you have opted for.

Why can it do this? Because sending an application implies providing us with your consent to process your data for the intended purposes.

Who else has access to your data? No data are handed to third parties. Candidacies are assessed by a Selection Committee in which different institutions linked to IMDEA AGUA participate.

What rights do you have and where can you request them? Access to, rectify, eliminate, oppose and limit data processing at the above address by sending a copy of your identity. Presenting a claim with the Spanish Data Protection Agency (AEPD).

How long are data kept? If you participate in a selection process, the result will form part of your file held at the Fundación if you are selected, but will be eliminated after 3 years otherwise.