

## INTERNAL / EXTERNAL CALL

### The Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau needs to incorporate

#### A2A Junior Administrative Officer (Accounting and Expenses)

#### Essential requirements

- Minimum qualification required of Higher Level Professional Studies (Higher Level Training Cycle / FPII administration and management branch) or equivalent.
- Oral and written knowledge of the two official languages of Catalonia. Level C of Catalan
- Previous experience in invoicing tasks and general accounting experience.

#### Skills will be valued

- University studies
- Training and/or experience in business administration and invoicing
- Previous experience in accounting and invoicing
- Knowledge of English, intermediate level
- Knowledge of Office package, advanced user level
- Working knowledge in ERP environment
- Problem solving
- Flexibility and initiative

#### Functions

- Recording of accounting entries
- Recording of invoices received
- Administrative tasks.
- Management and telephone contact with customers



- Use of the internal invoicing program for the realization of proformas.
- Support in the administrative management of Clinical Trials and internal observational studies.

## Offered

- Temporary contract for production circumstances (reinforcement) for six months.
- Annual working day of 1,627.5 hours (37.5 hours / week).
- Remuneration according to Agreement
- Accounting and Treasury Department IR
- Professional Group IV (Management Staff), Labor Category A2A Junior Administrative/Management Assistant

## Documentation and deadline for submission

Interested parties should preferably deliver the documentation (1) in PDF, by e-mail to the Management of the Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau, address [ir\\_recursohumans@santpau.cat](mailto:ir_recursohumans@santpau.cat), indicating the reference **2022/209.**:

### (1) Application letter and updated Curriculum Vitae

At the request of the Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau, the candidates must present the documentation accrediting the merits mentioned in the curriculum vitae.

Applications will be resolved within a maximum period of one month from the end of the deadline for submission of documentation. At the end of this period, without having been notified of an express resolution, the interested parties will be entitled to understand that their applications have been rejected.

The Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau may declare this call for applications closed if, according to its criteria, the candidates does not meet the conditions that the Institution considers necessary to fill the position.

The interpretation of the requirements and their enforceability to the candidates will be exclusive to the Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau.

**The deadline for submitting applications  
will end on November 7, 2022, at 3:00 p.m.**

*Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau, sited at C. Sant Quintí, 77-79, 08041, Barcelona, Tel: 93 291 90 50, NIF: G-60136934, as Data Controller and in compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and the Organic Law 3/2018 of 5th of December, on the protection of personal data and the guarantee of digital rights, will treat your data with the sole purpose of developing this call. The legal basis for this treatment is the article 6.1 a, c and f from the GDPR, giving that we will ask for your consent, the treatment is necessary for the application of precontractual measures and its necessary to satisfy the legitimate interests pursued by the Data Controller.*

*The data will be kept during the necessary time to develop the call. Data will be treated solely by that areas and services that are allowed to in accordance with their assigned competences and functions. There will be no data cessions made unless there is a legal obligation to do so. You are entitled to exercise the rights of access, rectification, deletion, opposition, limitation and portability. In case you have any doubts, you can contact the data protection delegate at [dpo\\_ir@santpau.cat](mailto:dpo_ir@santpau.cat). You also have the right to file a complaint to the relevant control authority.*

**PERMANENCE COMMITMENT:** *Selected persons who will hold the summoned or vacant position, will not be able to apply for a new call until 1-year period has expired. In case of part-time job positions, this period will be of 6 months. In both cases, the period will compute from the date of publication of the resolution. The vacant summoned, and the ones that derive from it (intern movements), will be successively covered on the same proceeding among the submitted candidates to each particular call, regardless of whether this entails coverage of places in turns other than the call.*

Barcelona, 31/10/2022



**Human Resources Departament**

Fundació Institut de Recerca de l'Hospital de Sant Pau