

As a flagship research center in nanoscience and nanotechnology, our mission is to open and explore new frontiers of knowledge at the nanoscale, and bring value to society in the form of new understanding, capabilities and innovation, while inspiring and providing broad training to the next generations of researchers. Our values are Commitment, Collaboration and Transformation.

Our research lines focus on the newly-discovered physical and chemical properties that arise from the behaviour of matter at the nanoscale. ICN2 has been awarded with the Severo Ochoa Center of Excellence distinction for three consecutive periods (2014-2018 and 2018-2022 and 2023-2026). ICN2 comprises 19 Research Groups, 7 Technical Development and Support Units and Facilities, and 2 Research Platforms, covering different areas of nanoscience and nanotechnology.

Job Title: Administrative

Research area or group: Finance Department

Description of Group/Project:

The ICN2 Finance Department is split into two areas: administration and accounting.

The administration team oversees all of the institute's administrative functions. Each research group, unit, facility and department has a contact person responsible for all administrative tasks in order to ensure fluid communication and adaptation of the service to the specific needs of unit in question. Sales and billing management is also carried out by this team.

Meanwhile, the accounting team is responsible for the overall financial reporting and control. Reporting is carried out both internally and externally, in fulfilment of the institute's legal obligations as set out by the Spanish tax office and other public bodies, trustees, dashboards and internal economic reports. Its responsibilities include financial analysis, budget monitoring, treasury and public tenders.

Main Tasks and responsibilities:

- Bank accounting and transitory accounts
- Control of the visa process and payment claims
- Cash flow forecasting
- Issuance of offers and sales invoices to external clients
- Management and accounting of internal group billing
- Control, planning, and invoicing of contracts with companies

Requirements:

- **Education:** CFGS in Finance and Administration
- **Knowledge:** Accounting knowledge for bank control
Good level of Excel for data management, tables, and formulas

Intermediate level of English for client interaction

- **Professional Experience:** Professional experience in similar tasks for at least 1 year
- **Personal Competences:** the candidate must be proactive, organized to divide tasks and complete them correctly, able to work in a team and share spaces with colleagues, and have good communication skills for interaction with third parties

Summary of conditions:

- Full time work (37,5h/week)
- Contract Length: Permanent.
- Location: Bellaterra (Barcelona)
- Salary will depend on qualifications and demonstrated experience.
- Support to the relocation issues (if applicable)
- Life Insurance.
- Work-Life Balance and Flexibility:
 - Option to telework (2 days per week)
 - flexible work schedules
 - 6 h/day July and August and every Friday during all year
- 28 holidays per year
- Flexible compensation plan: tax advantages contracting some products (health insurance, childcare, training, among others.)
- Training activities: languages, mentoring programme, wellbeing programme.
- International environment

Estimated Incorporation date: February 2025

How to apply:

All applications must be made via the ICN2 website and include the following:

1. A cover letter.
2. A full CV including contact details.
3. 2 Reference letters or referee contacts.

Deadline for applications: 21/02/2025. Applications will be continuously reviewed.

Equal opportunities:

ICN2 is an equal opportunity employer committed to diversity and inclusion of people with disabilities.

ICN2 is following the procedure for contract of people with disabilities according with article 59 of the Royal Decree 1/2015, of 30 of October.