

JOB OFFER DIPC

FINANCIAL OFFICER

Donostia International Physics Center (DIPC) is looking for candidates to hire a graduate for the Finance and Accounting Department. The selected person will be responsible for the Finance and Accounting Department providing support to the Economic-Financial Director of DIPC.

Functions

Manage the center's accounting.

Closing of annual and final accounts

Control financial information and relationships with third parties in the finance field (such as banks or auditors) and assist in financial planning and budgeting.

Oversee compliance with DIPC's spending policies.

Manage financial communication with the Center's management.

He/she will work under the supervision of the Financial Management of the center.

Tasks

Invoicing and collections follow-up

Monitoring of daily bank movements, bank reconciliations.

Accounting closings (monthly and year-end)

Quarterly closings for taxes

Analysis of Financial Statements

Treasury

Cash-flow: forecasts of collections and payments.

Relations with Banks

Requirements

Education: Degree in Business Administration, Economics, Business Administration or similar with a Master's Degree in Auditing.

Previous experience in financial tasks in direct relation to auditing systems and annual financial statements.

Operation of ERP management systems.

Excel High (pivot tables, financial functions, charts, etc.)

Availability for immediate incorporation.

Languages: High level of spoken and written Basque and English.

Other valuable knowledge

Familiarity with a research environment is an asset: technology center, research center, university, R&D department of a company or similar.

Personal requirements

Ability to work under deadlines.

Ability to work as part of a team.

Initiative.

Offered

Incorporation to a Research Center of international relevance.

Indefinite full-time contract, with immediate incorporation.

Salary to be negotiated depending on the candidate's profile.

Interested persons should send a resume and cover letter to the e-mail address jobs@dipc.org before February 20th, 2023.

Applications will be evaluated by a committee appointed by the Director of the DIPC according to the following criteria (with the weight in percent of the final score indicated in parentheses):

- Candidate's CV (30%)
- Demonstrated experience in the areas indicated in this job offer (35%)
- Personal interview (35%)

In order to pass to the personal interview phase, it will be necessary to obtain a minimum of 45 out of 65 in the evaluation of the CV and experience. Likewise, those profiles that, in the committee's opinion, do not meet any of the requirements for the job position will not be evaluated.

The final resolution of the selection process will be published on the DIPC website as soon as possible.