

[348_24_MNG_FP_FPI](#)

Recruitment App Link

<https://webapps.bsc.es/recruitment/job/3264>

Website Node ID

63491

Job Reference

348_24_MNG_FP_FPI

Position

Finance Projects Internship

Closing Date

Sunday, 30 June, 2024

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Job title: Finance Projects Internship

About BSC

The Barcelona Supercomputing Center - Centro Nacional de Supercomputación (BSC-CNS) is the leading supercomputing center in Spain. It houses MareNostrum, one of the most powerful supercomputers in Europe, was a founding and hosting member of the former European HPC infrastructure PRACE (Partnership for Advanced Computing in Europe), and is now hosting entity for EuroHPC JU, the Joint Undertaking that leads large-scale investments and HPC provision in Europe. The mission of BSC is to research, develop and manage information technologies in order to facilitate scientific progress. BSC combines HPC service provision and R&D into both computer and computational science (life, earth and engineering sciences) under one roof, and currently has over 900 staff from 55 countries.

Look at the BSC experience:

[BSC-CNS YouTube Channel](#)

[Let's stay connected with BSC Folks!](#)

We are particularly interested for this role in the strengths and lived experiences of women and

underrepresented groups to help us avoid perpetuating biases and oversights in science and IT research. In instances of equal merit, the incorporation of the under-represented sex will be favoured.

Context And Mission

The Finance Projects team at BSC is responsible for financial and effort projection, monitoring and reporting of the centre's EU, private and nationally-funded research projects.

Each member of our team works with BSC's projects' Principal Investigators in order to carefully plan the use of BSC financial and human resources within the research projects. Moreover, we are responsible for the official periodic and interim reporting of the projects to the funding agencies, as well as for the quarterly reports to the project coordinators and the audit procedures.

Key Duties

- Monitor the budget and income of the projects.
- Prepare and manage the necessary documentation for external audit reports.
- Maintain project information up to date in the BSC's SAP Business One project database.
- Take responsibility for the official periodic and final reporting of the projects to the funding agencies, as well as the quarterly reports to the project coordinators.

Requirements

- Education
 - Degree in Economics, Business Administration or similar
- Essential Knowledge and Professional Experience
 - No required experience
 - Medium-high knowledge in Office Pack (especially in EXCEL)
 - Good level of English, spoken and written
- Additional Knowledge and Professional Experience
 - Knowledge or significant experience with SAP would be a plus
 - Experience in financial projects management would be a plus
- Competences
 - Be organized and methodical
 - Have initiative spirit and be proactive
 - Be able to work individually and in team
 - Be able to work under pressure
 - Meticulous attention to the detail and ability to multi task

Conditions

- The position will be located at BSC within the Management Department
- We offer a part-time internship, a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible working hours, extensive training plan, support to the relocation procedures
- Duration: Temporary, linked to the internship agreement with the university.
- Salary: 17K full-time, part-time proportional depending on the hours.
- Starting date: Summer 2024

Applications procedure and process

All applications must be made through BSC website and contain:

- A full CV in English including contact details
- A Cover Letter with a statement of interest in English, including two contacts for further references - Applications without this document will not be considered

In accordance with the OTM-R principles, a gender-balanced recruitment panel is formed for every vacancy at the beginning of the process. After reviewing the content of the applications, the panel will start the interviews, with at least one technical and one administrative interview. A profile questionnaire as well as a technical exercise may be required during the process.

The panel will make a final decision and all candidates who had contacts with them will receive a feedback with details on the acceptance or rejection of their profile.

At BSC we are seeking continuous improvement in our recruitment processes, for any suggestions or feedback/complaints about our Recruitment Processes, please contact recruitment [at] bsc [dot] es.

For more information follow [this link](#)

Deadline

The vacancy will remain open until a suitable candidate has been hired. Applications will be regularly reviewed and potential candidates will be contacted.

OTM-R principles for selection processes

BSC-CNS is committed to the principles of the Code of Conduct for the Recruitment of Researchers of the European Commission and the Open, Transparent and Merit-based Recruitment principles (OTM-R). This is applied for any potential candidate in all our processes, for example by creating gender-balanced recruitment panels and recognizing career breaks etc.

BSC-CNS is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or any other basis protected by applicable state or local law.

For more information follow [this link](#)

Barcelona Supercomputing Center - Centro Nacional de Supercomputación

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