

CALL FOR APPLICATIONS: Technical Specialist

Job/position/grant:

Job reference:	AE2021-0256 (CF-Geral - CF) INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
Job/position/grant:	Technical Specialist
City:	Porto
Research field:	Main: Sub:

Job summary:

INESC TEC is accepting applications for 1 job in the Accounting and Finance

Scientific Advisor:	Paula Faria
Duration of the contract:	from 2022-01-01 to 2022-12-31
Location:	INESC TEC, Porto, Portugal

Job description:

Work Area: Accounting and Finance

Project overview: The employee must develop financial and operational management skills in a R&D institution.

Objectives: The main tasks focus on the financial/accounting processing of documents, from an institution whose activity is centred on the development of scientific projects, such as: preparation, processing and release of accounting documents; support to purchasing processes, treasury, fixed assets and support in the monthly accounting closing.

Academic Qualifications:	Higher education in Accounting, Management or Economics.
Minimum profile required:	Computer skills, namely working with Windows. Good knowledge of the English language.
Preference factors:	We value objectivity, planning competences, autonomy, integrity, team spirit, positive and proactive attitude.

Funding Entity:	Contabilidade e Finanças (CF).
Type of contract:	fixed-term contract
The hiring shall be governed by what is stipulated in the legislation in force regarding fixed-term employment contracts and by INESC TEC norms.	

Selection criteria:	The selection of the candidates will be based on the following criteria, in descending order of consideration: a) Relevant Curriculum in the concerned field of this tender b) Proven experience.
Selection Jury:	President of the Jury: Prof. Luís Carneiro; Member: Prof. Paula Faria; Member: Prof. Libânia Caetano;
Notification of results:	The results of the selection process will be sent to the interested by electronic mail.
Application period:	From 2021-11-24 to 2021-12-09
Application submission:	Electronic form filling in www.inesctec.pt in the section Work with Us