

Head of Finance, Procurement, and Public Contracting – ref. 55/2024

Crag is an independent research institution engaged in leading-edge basic and applied plant and farm animal sciences. **Crag is established as a Consortium of the Spanish National Research Council (CSIC), Institute of Agrifood Research and Technology (IRTA), Autonomous University of Barcelona (UAB), and University of Barcelona (UB).** The Center is located at the UAB Campus, and currently hosts 200 members from across the world.

Research Programs at Crag (from basic science to applied research using plant experimental model systems, crops, and farm animals) make extensive use of genomic technologies and large sets of genetic and genomic data (<https://www.cragenomica.es>).

Role

Crag is seeking a **Head of Finance, Procurement, and Public Contracting**, reporting to the General Manager.

The mission of the Head of Finance, Procurement, and Public Contracting is to coordinate and oversee the Finance Department and the Procurement and Public Contracting area, ensuring compliance with current regulations and optimizing the Centre's financial resources. The position will play a key role in ensuring compliance with financial and public procurement regulations, optimizing administrative processes, and maximizing team efficiency. The person in this role will also actively participate in the implementation of new work tools and/or the improvement of existing ones (ERP).

His/her main responsibilities will include:

- Plan, manage, and control financial resources to support excellence in research.
- Ensure compliance with public procurement regulations and report to relevant authorities.
- Implement improvements in administrative processes to optimize resource management.
- Coordinate and supervise a team of 5-7 people under their charge.

Requirements:

- University degree in Business Administration, Economics, or equivalent.
- Advanced knowledge of accounting and public procurement.
- Proven experience of 3-5 years in financial management and public procurement, as well as in financial and mainly legal audits, preferably in research centers or public institutions of a size similar to or larger than CRAG.
- Excellent user of ERP systems as the main management tool.
- Demonstrable experience in team management.
- Languages: High level of Catalan and Spanish, intermediate level of English.

Skills / Key competences:

- **Organization and planning:** Ability to manage and coordinate multiple tasks and projects efficiently.
- **Analytical skills:** Ability to interpret financial data to facilitate decision-making.
- **Flexibility and adaptability:** Ability to adapt to a dynamic and constantly changing environment.
- **Leadership and team management:** Ability to motivate and lead a multidisciplinary team.
- **Communication:** Ability to interact with different areas of the Centre, both internal and external.

Working conditions:

- Permanent position
- Working day: Full 37.5 hours/week.
- Remuneration: depending on the experience and qualifications provided and framed within the salary structure of CRAG.
- Planned date of incorporation: **As soon as possible**
- Facilities for balance work and personal life through teleworking and flexible working hours, 22 days of holidays, 9 free days of personal matters; intensive working hours on summer.
- Good environment and good place to work.
- Centre placed in UAB Campus

Submitting applications:

Please submit all the application through Crag website:
<https://recruitment.cragenomica.es/>

Interested candidates should submit the following documents:

- Cover letter describing previous positions, motivation, and salary expectations.
- Complete CV.
- At least two references with contact details.

The selection and evaluation of applications will begin on October 7, 2024, and will continue until the position is filled. Applications will be reviewed regularly, and potential candidates will be contacted throughout the process.

Crag is committed to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. Crag signed the Declaration of Commitment to the Charter & Code in 2012. On the 29th of March of 2015, Crag received the '[HR Excellence in Research](#)' award from the European Commission. This recognition, related with European "HR Strategy for Researchers", provides a common framework to establish a comprehensive and coherent HR strategy for the near- and longer-term future adopting international best practices and high-quality standards. The award reflects Crag's commitment to continuously improve its Human Resource policies in line with the European Charter & Code, and to provide a stimulating and favorable work environment.

OTM-R Principles for Recruitment Processes:

Crag is committed to the principles of the European Code of Conduct for the Recruitment of Researchers and the Open, Transparent, and Merit-Based Recruitment (OTM-R). These principles apply to all candidates in our selection processes.

Crag is an equal opportunity employer committed to diversity and inclusion. We welcome all qualified applicants regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or other legally protected status. See documentation on our website: <https://www.cragenomica.es/human-resources-strategy-for-researchers>.