

## CALL FOR APPLICATIONS: Technical Specialist

### Job/position/grant:

<b>Job reference:</b>	AE2023-0470 ( CF-Geral - CF ) INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
<b>Job/position/grant:</b>	Technical Specialist
<b>City:</b>	Porto
<b>Research field:</b>	Main: Sub:

### Job summary:

<b>INESC TEC is accepting applications for 1 Technical Specialist job in the Accounting and Finance</b>	
<b>Scientific Advisor:</b>	Paula Faria
<b>Duration of the contract:</b>	from 2024-02-01 to 2025-01-31, eventually renewable.
<b>Location:</b>	INESC TEC, Porto, Portugal

### Job description:

<b>Work Area:</b> Accounting and Finance
<b>Project overview:</b> The main tasks focus on the financial/accounting processing of documents from an institution whose activity is centered 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.
<b>Objectives:</b> The employee must develop financial and operational management skills in a R&D institution.

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

<b>Funding Entity:</b>	
<b>Type of contract:</b>	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.	

<b>Selection criteria:</b>	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.
<b>Selection Jury:</b>	President of the Jury: Luís Carneiro; Member: Paula Faria; Member: Libânia Caetano;
<b>Notification of results:</b>	The results of the selection process will be sent to the interested by electronic mail.
<b>Application period:</b>	From 2023-12-21 to 2024-01-12
<b>Application submission:</b>	Electronic form filling in <a href="http://www.inesctec.pt">www.inesctec.pt</a> in the section <a href="#">Work with Us</a>