

CALL FOR APPLICATIONS: Technical Specialist

Job/position/grant:

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| Job reference: | AE2024-0081 (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: ECONOMICS Sub: Management studies |

Job summary:

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

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| Scientific Advisor: | Paula Faria |
| Start Date: | 2024-04-01 |
| Location: | INESC TEC, Porto, Portugal |

Job description:

Work Area: Accounting and Finance

Project overview: 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.

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

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| Academic Qualifications: | Bachelor's degree 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:

Type of contract: Uncertain term contract

The hiring shall be governed by what is stipulated in the legislation in force regarding uncertain term employment contracts and by INESC TEC norms.

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| 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. |
| Disability Incentive: | Candidates who present a degree of disability equal to or greater than 90% will benefit from an incentive (20) in the score of the CV Assessment. Candidates who present a degree of disability equal to or greater than 60% and less than 90% will also benefit from an incentive (10) in the score of the CV Assessment. Said score may, in these cases, exceed 100 points. Candidates must demonstrate the degree of disability during the application, namely through the submission of the Multi-Purpose Medical Certificate of Disability, issued in accordance with Decree-Law no. 202/96, of October 23 - currently in effect. Candidates must declare, in the application form, the type of disability used throughout the selection process, in order to proceed with the required adaptations. |
| Selection Jury: | President of the Jury: Luís Carneiro; Member: Paula Faria; Member: Libânia Caetano; |
| Notification of results: | The results of the selection process will be sent to the interested by electronic mail. |
| Application period: | From 2024-02-22 to 2024-03-06 |
| Application submission: | Electronic form filling in www.inesctec.pt in the section Work with Us |