

Financial and Administrative Manager

Reference: Financial and Administrative Manager

AlmaScience collaborative laboratory - Research and Development in Cellulose for Smart and Sustainable Applications (CoLAB AlmaScience), funded by the Lisbon 2020 Operational Program, in the thematic area Competitiveness and Employment, through the European Social Fund (ESF), LISBOA-05-3559-FSE-000007, has an opening for a Financial and Administrative Manager.

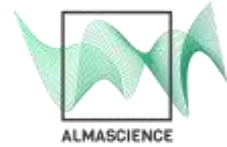
Reporting directly to the Managing Director of AlmaScience will have as main responsibilities:

- Regular collection, processing and reporting of management indicators for the Board of Directors;
- Control of current accounts of associates, clients and suppliers;
- Control of treasury and execution of the respective current operations
- Management of the relationship with external support services to the financial and human resources area, namely with the TOC and the ROC, including the timely provision of all necessary information
- Management of the relationship and reporting to public funders (e.g. Operational Programs, EU, etc.) at the administrative and financial level;
- Support to the operational areas, in the financial dimension, in the construction and submission of applications to competitive public funding;
- Other tasks related to the support of AlmaScience's activity.

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Profile

- Bachelor or Master's degree (preferable) in accounting, management or economics;
- Experience in similar functions;
- Good analytical skills and ability to interpret results



- Good interpersonal skills, dynamism, pro-activity, initiative, team work and results orientation;
- Fluency in English;
- Good knowledge of MS Office tools, mastering Excel;
- High sense of responsibility and autonomy.

Reference remuneration

The reference remuneration will be adjusted according to the candidate's profile and experience.

Type of contract and applicable legislation

The hiring of the Financial and Administrative Manager will be done according to the Portuguese Labor Code. The Financial and Administrative Manager must dedicate all his or her professional activity to AlmaScience, on an exclusive basis.

Application

Send a motivation letter and a detailed curriculum vitae to recruitment@almascience.pt , mentioning "Financial and Administrative Manager" in the subject.

Non-discrimination policy and equal access

AlmaScience actively promotes a policy of non-discrimination and equal access, for which reason no candidate may be benefited, prejudiced or deprived of any duty, namely age, sex, disability, sexual orientation, chronic illness, nationality, ethnic origin or race, religion or political beliefs