

iMM Lisboa is recruiting for its Accounting Office

OPEN CALL FOR AN ACCOUNTING ADMINISTRATIVE

IMM/CTB/3-2017

Who we are

The Instituto de Medicina Molecular (iMM) is a leading Portuguese private not for profit research institute that offers a vibrant scientific environment, aiming to nurture innovative ideas in basic, clinical and translational Biomedical Research. Details about our vision, mission and organization structure can be found here: <https://imm.medicina.ulisboa.pt/en/>

The [iMM Lisboa Accounting Office](#) is a team of qualified and proactive young members that support all activities related to accounting and management of research projects and institutions, namely, validation and booking supplier invoices, accounting for revenue funding, reconciliation of accounts, bank reconciliations, financial statement analysis, reporting analysis, project budgets, support for researchers.

Candidate's Profile

- Training in Management or other compatible area
- Very good knowledge in Public Accounting and reporting for public entities (Preferred)
- Previous experience in the activities indicated above (Preferred)
- Very good knowledge of computer user's perspective, with emphasis on Word and Excel
- Fluent English, spoken and written (essential)
- Excellent interpersonal skills
- High sense of responsibility, organization, dynamism, punctuality and attendance
- Good posture and presentation
- Immediate availability

What you can expect

- A dynamic and enthusiastic environment with the conditions to support the iMM Lisboa researchers in securing all the necessary financial procedures.
- Remuneration conditions (to be determined) commensurate with your skills, experience and iMM's Career By-Law and Assessment Regulation.

Start Date and Duration: May 2017 (negotiable). Duration to be determined.

Application and Selection process: The call for applications is **NOW OPEN** until **16th of June of 2017**.

Required documents

- Motivation letter explaining why do you consider to be a good fit for iMM and its Accounting Office; include also your salary expectation;
- Detailed Curriculum Vitae with education, professional experience and references.

Selection process

Applications should be sent to imm-hr@medicina.ulisboa.pt, indicating the reference IMM/CTB/2-2017 as subject.

For more information about this job offer, please check at iMM Lisboa website <https://imm.medicina.ulisboa.pt/en/job-opportunities/vacancies/>

Lisbon, 1st of June of 2017