

## iMM is recruiting an Accounting Administrative under an Employment Contract - Reference IMM/CT/62-2022

The iMM – Instituto de Medicina Molecular João Lobo Antunes is a leading Portuguese private non-profit research institute that offers a vibrant scientific environment, aiming to nurture innovative ideas in basic, clinical and translational Biomedical Research. Created in 2002, iMM has established itself as a leading national and internationally competitive biomedical institute. Its strategy has been defined by promotion of excellence, leveraged by high-quality human resources, increasing expenditure in infrastructures and knowledge transfer to the society.

**What iMM seeks:** At this moment iMM is looking for an Accounting Administrative to join the Finance and Operations Office coordinated by Fausto Lopo de Carvalho to execute the following activities under the supervision of Sandra Duarte:

- Registration of supplier invoices in an software program;
- Record of reimbursements to be paid to employees;
- Registration of documents of various operations;
- Support to year-end accounting processes;
- Reconciliation of current accounts;
- Responsible for the update and control of accounting report files;
- Other tasks, in accumulation or not, without prejudice to the professional category and the corresponding remuneration;

### Profile of Candidate

- Technical or higher education in Accounting Area;
- Minimum experience of 2 years in similar activities;
- Advanced knowledge of Excel;
- High sense of responsibility, dynamism, organizational skills and method;
- Excellent interpersonal, communication and teamwork;
- Fluent spoken and written English (mandatory);
- Good knowledge and experience with computerized accounting systems;
- Immediate availability;
- The international experience of the candidate, although not a determining criterion for selection, will be valued.

**What iMM offers:** iMM will offer outstanding working conditions in this area in Portugal, including a full-time contract, starting predictably in July 2022 and the possibility to work in the interface of research and research support facilities.

**Working Conditions:** Fixed-term employment contract; - Gross monthly salary in accordance with experience and merit of the candidate and iMM Career By-Law. The indicated amount will be subject to the mandatory taxes accordingly to Portuguese Labor Law.

**How to apply:** Please submit your Motivation Letter, Detailed CV and Academic certificates in PDF format through iMM website by clicking in the “**Apply**” button below the position job ad, **from 20<sup>th</sup> of May until 8<sup>th</sup> of July 2022**.

**Note:** *Candidates who incorrectly formalize their application or do not submit the documents proving the compliance with the requirements indicated in the call will be excluded. The jury has the right to require to any candidate, in case of doubt, to present documents proving their statements.*

**Non-discrimination and equal access policy:** iMM undertakes to ensure compliance with the principles of non-discrimination and equality and to that extent, provides that no candidate can be privileged, benefited, harmed or deprived of any right or exempted from any duty due in particular ancestry, age, gender, sexual orientation, marital status, family status, economic status, education, social origin or condition, genetic heritage, reduced working capacity, disability, chronic disease, nationality, ethnic origin or race, place of origin, language, religion, political or ideological convictions and trade union membership.

**International environment and experience:** Diversity is a fundamental aspect of the essence of iMM, where researchers and non-researchers of different nationalities, backgrounds and areas of study work together, promoting the exchange of experiences and interactions, contributing to the personal and professional development of each person and to the existence of an international, inclusive and stimulating environment.

Pursuant to Decree-Law nr 29/2001 of 3<sup>rd</sup> February, disabled candidates shall be preferred in a situation of equal classification, and said preference supersedes any legal preferences. Candidates must declare, on their honour, their respective disability degree, type of disability and communication / expression means to be used during selection period on their application form, under the regulations above.

**Evaluation Criteria:** Applications will be evaluated by Sandra Duarte, Fausto Lopo de Carvalho and Cláudia Soeiro, in accordance with the following method:

**1<sup>st</sup> Phase:** Curricular Evaluation: 35% and Motivation Letter: 15%;

**2<sup>nd</sup> Phase:** Interview: 50%. Only candidates who score at least 30% in phase 1 will be selected for interview.

**Results:** Both admitted and excluded candidates list and final classification list shall be posted at iMM website at <https://imm.medicina.ulisboa.pt/jobs/#results> and all admitted candidates will be notified by email.

**Preliminary Hearing and Final Decision Deadline:** After notification, all candidates have 10 working days to respond. Panel’s final decisions are pronounced within a period of 90 days, from application deadline.

The present call is exclusively aimed at filling the indicated vacancy and may be terminated until the homologation of the final candidates' ranking list and expires with the respective occupation of the position on offer.

**Lisbon, 19<sup>th</sup> of May 2022**