



BIOMEDICAL SCIENCE FOR THE BENEFIT OF SOCIETY

## “Finance/Accounting Internship”

*Centre for Genomic Regulation (CRG)*

### The Institute

The Centre for Genomic Regulation (CRG) is an international biomedical research institute of excellence, based in Barcelona, Spain, with more than 400 scientists from 44 countries. The CRG is composed by an interdisciplinary, motivated and creative scientific team which is supported both by a flexible and efficient administration and by high-end and innovative technologies.

In April 2021, the Centre for Genomic Regulation (CRG) received the renewal of the 'HR Excellence in Research' Award from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the [European Charter for Researchers](#) and the [Code of Conduct for the Recruitment of Researchers](#) (Charter and Code).

[Please, check out our Recruitment Policy](#)

### The role

The purpose of the finance/ accounting Internship is to introduce students to The Centre for Genomic Regulation (CRG), which offers you the opportunity to contribute to the success of the finance department by helping them with the following:

- Reconcile bank statements and cash account in the General Ledger
- Intrastat report preparation (Monthly basis)
- Intra-Community transactions report preparation (Model 349)
- Assisting Accounting Area with data research, filing forms, data entry to the ERP, and recording and maintaining accounting records.
- Prepare documents for audit

Depending on the development of the candidate, other tasks of an accounting nature could be performed.

### Who would we like to hire

#### Must Have

- You are currently studying an “FP”, Bachelor or Master Degree in Business Administration, Finance, Economics or equivalent
- You have the availability to do a student placement agreement through your University for at least 6 months

### Languages

- You must be fluent in Spanish and/or Catalan and intermediate level of English

### Technical skills

- You have knowledge of Advanced Excel/ MS Office





## Competences

- You are detail oriented
- You have excellent written and verbal communication skills
- You have a passion for Finance topics
- You are highly motivated and eager to learn

## The Offer

- **Duration:** Minimum 6 months internship. Possible to cover the full length of the studies in course.
- **Weekly schedule:** Monday to Friday, 4-6 hours per day.
- **Starting date:** As soon as possible.
- **Paid internship**

We provide a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities. To check out our training and development portfolio, please visit our website in the [training section](#).

We offer and **promote a diverse and inclusive environment** and welcomes applicants regardless of age, disability, gender, nationality, ethnicity, religion, sexual orientation or gender identity

The **CRG is committed to reconcile a work and family life** of its employees and are offering extended vacation period and the possibility to benefit from flexible working hours.

## Application Procedure

All applications must include:

1. A motivation letter addressed to Eva del Pinto
2. A full CV including contact details.

All applications must be addressed to HR and be submitted online on the CRG Career site - <http://www.crg.eu/en/content/careers/job-opportunities>

## Selection Process

- **Pre-selection:** The pre-selection process will be based on qualifications and motivation reflected on the candidate's CVs and Motivation Letter.
- **Interview:** Preselected candidates will be interviewed by the Finance Team.
- **Offer Letter:** Once the successful candidate is identified the Human Resources department will inform about the start day, and salary, among other important details.

**Deadline:** Please submit your application by **September 1<sup>st</sup>, 2022**





**Suggestions:** The CRG believes in **ongoing improvement** and promotes a **culture of feedback**. This is one of the reasons we have in place, at your disposal as a candidate, a mechanism to gather your suggestions/complaints concerning your candidate experience in our recruitment processes. Your feedback really matters to us in our aim at creating a **positive candidate journey**. You can make a difference and help us improve by letting us know your suggestions through the [following form](#).



HR EXCELLENCE IN RESEARCH

