

BIOMEDICAL SCIENCE FOR THE BENEFIT OF SOCIETY

"Financial Project Technician"

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 September 2026, 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

We are looking for a motivated and detail-oriented Financial Project Technician to strengthen the team of the Grants Management Unit in the Finance Department.

The Financial Project Technician's mission is to provide technical and administrative support in the financial management and justification of competitive research projects, working closely with the Grants Managers and collaborating with other relevant areas of the administration (e.g. Accounting, Controlling, People, Purchasing).

The position will be reporting to the Head of the Unit and working closely with the other members of the Grants Management team.

The main duties of this position will include:

- Extraction of expenditure reports and justification listings from the ERP system
- Reconciliation of justified amounts across projects
- Requesting documentation from other departments and preparing it for submission to different funding bodies
- Sending documentation through different funder platforms and portals
- Managing fund transfer queries and budget line transfers
- Managing time-sheet and hour allocation records
- Support to Grants Managers in day-to-day tasks (justifications, audits, claims, etc.)
- Data entry in ERP: transfers between budget lines, Invoices and personnel imputations, project opening
- Review and organisation of project documentation
- Support during audits and information requests
- Personnel justifications (FPI, FPU, Inphinit, FI AGAUR, etc.)
- Support in project closure processes and financial reconciliation

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About the team

The mission of the Grants Management Unit is to proactively support the CRG community in securing competitive funds for research and institute-related activities, as well as to manage the principal investigators' core and external funding, with individualized professional support throughout the project life cycle.

The services offered by the Grants Management Unit are:

- To act as a liaison between the CRG community on the one side and the funding agencies or sponsors/donors on the other side
- To ensure grant-management efficiency and financial sustainability, while maximizing the impact of grant-funded research
- To fulfil administrative and reporting requirements of the funding agencies or sponsors/donors for active grants
- To manage budgets and control competitive and external funds in compliance with the applicable regulations and CRG policies

You will have the opportunity to work closely with an experienced and dynamic team, develop a career in an international atmosphere and participate in social activities and events.

Whom would we like to hire?

Professional experience

Must Have

- You have a minimum of one to two years of experience in a Financial Department, Administration Department or Audit Firm
- You have strong skills in administrative work

Desirable but not required/ Nice to have

- Experience in budget management or project management will be a plus
- Knowledge and experience in national/international funds management will be considered
- You have knowledge of ERP systems, preferably Oracle or SAP

Education and training

- You hold a degree or Module qualification in Finance, Economics, Administration, or a related discipline

Languages

- At minimum an intermediate level of English is required
- Good knowledge of Spanish and Catalan

Technical skills

- Intermediate/High level in accounting and Microsoft Excel is essential to be eligible for this position
- You have strong office package skills (Word, Excel, PowerPoint)
- You have experience using ERP or data management systems and AI tools will be a plus
- Familiarity with funder portals and online submission platforms is a plus

Competences

- You are organised, methodical and have strong attention to detail
- You are comfortable working with numerical data and financial records
- You are proactive and capable of managing multiple tasks simultaneously
- You are able to work to tight deadlines and adapt to changing priorities

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- You can work collaboratively within a team and under established procedures
- You are able to build and maintain good working relationships with internal and external colleagues at all levels

The Offer – Working Conditions

- **Contract duration:** Temporary for 6 months.
- **Teleworking:** Hybrid schedule (2 days per week).
- **Estimated annual gross salary:** Salary is commensurate with qualifications and consistent with our pay scales.
- **Target start date:** January 2027**.**

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 Mariana Morlans.
2. A complete CV including contact details.
3. Contact details of two references.

All applications must be addressed to Mariana Morlans 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 expertise reflected on the candidates CVS. It will be merit-based.

- **Interview**: Preselected candidates will be interviewed by the Hiring Manager of the position and a selection panel if required.

- **Offer Letter**: Once the successful candidate is identified the People department will send a Job Offer, specifying the start day, salary, working conditions, among other important details.

Deadline: Please submit your application by December 5th, 2026.

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.

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CRG
Centre
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HR EXCELLENCE IN RESEARCH

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