

CALL FOR APPLICATIONS: Accounting and Finance Technician

Job reference:	AE2024-0421 (CF-Geral – CF) INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
Position:	Accounting and Finance Technician
Regime and location:	Hybrid - INESC TEC in Porto
Work field:	Accounting and Financial

Job summary:

INESC TEC is an R&D institution that aims to create a sustainable future through science, technology and innovation with an impact on society, and is accepting applications for Accounting and Finance Technician in the Accounting and Financial area.

Responsible: Paula Faria

Duration of the contract: from 2024-12-01 to 2025-11-30, eventually renewable

Location: INESC TEC, Porto, Portugal

Job description:

Work Area: Accounting and Financial

Job description: The main tasks focus on the financial/accounting processing of documents from an institution whose activity is centered on the development of R&D projects, such as: preparation, processing, and release of accounting documents; support to purchasing processes, treasury and fixed assets. Monthly accounting closing.

Objectives: The employee must develop financial and operational management skills in a R&D institution.

Benefits and advantages:

- Be part of a collaborative, diverse, international, socially responsible, multicultural and inclusive environment with experts in systems administration and artificial intelligence, with clear conditions for individual growth.
- Be able to have a good work-life balance through flexible working hours, hybrid working arrangements (teleworking and face-to-face), time off, birthdays, health insurance with the possibility of extending it to family members, free parking, discounts on hotels, gyms, transport, among others.

Requisites and Qualifications:

Academic Qualifications: Bachelor's degree and/or Master's degree (or higher education) in Accounting, Finance, Economics or Management (required); completed less than 3 years ago

Minimum profile required: Computer skills, namely working with Windows. Good knowledge of the English and Portuguese languages.

Preference factors: Objectivity, organization, autonomy, integrity, team spirit, attitude and proactivity, knowledge of taxation and other training relevant to accounting are valued.

Type of contract: Fixed-term contract

The hiring shall be governed by what is stipulated in the legislation in force regarding fixed-term employment contracts and by INESC TEC norms

Application process: Filling in the fields in the "Submit Application" section on INESC TEC's website.

The candidates who fulfill the minimum requirements will be admitted to the assessment and selection phase

Evaluation and selection methodology:

Consisting of two phases, the first involves a Curriculum Assessment (CA) and the second an Individual Interview (IE).

All parameters are assessed on a scale of 0 to 100, taking into account merit, suitability and preference factors.

The CA parameters and their respective weights are:

- Professional Experience (PE, 20%): Years of relevant experience in the position (5%); Relevance of previous positions (15%)
- Academic Background (AF, 45%): Highest academic degree obtained (15%); Relevance of courses to the position (30%)
- Additional Certifications and Qualifications (CQ, 35%): Additional certifications/training relevant to the position (15%); Verification of preference factors (20%)

Candidates with AC < 50 are excluded on absolute merit. The best five candidates who are not excluded on absolute merit are called for the EI. The Final classification (FC) is obtained from the AC (60%) and the EI (40%).

**Disability
Incentive:**

Candidates who present a degree of disability equal to or greater than 90% will benefit from an incentive (20) in the score of the CV Assessment

Candidates who present a degree of disability equal to or greater than 60% and less than 90% will also benefit from an incentive (10) in the score of the CV Assessment.

Said score may, in these cases, exceed 100 points.

Candidates must demonstrate the degree of disability during the application, namely through the submission of the Multi-Purpose Medical Certificate of Disability, issued in accordance with Decree-Law no. 202/96, of October 23 of - currently in effect.

Selection Jury

President of the Jury: Paula Faria
Member: Libânia Caetano
Member: Maria da Graça Barbosa

Notification of results:

The results of the selection process will be sent to the interested by electronic mail.

Application period:

From 2024-10-10 to 2024-10-23

Application submission:

Electronic form filling in <http://www.inesctec.pt/> in the section [WORK WITH US](#)

