

RECRUITMENT NOTICE

Administrative and finance manager

Application 04/2022

ForestWISE is a Collaborative Laboratory focused on fire and forest issues through the development of research, innovation and knowledge transfer and technology activities. Our goal is to increase sustainable forest management in Portugal, the competitiveness of the Portuguese forestry sector and to reduce negative consequences of large rural fires.

ForestWISE currently leads or participates in national and international large scale and impact projects in the forest and fire areas, integrating the academy, industry, companies, public sector and society. Its young and dynamic team is looking for the best human resources in each its operational areas. Join us!

ForestWISE opens competition for an Administrative and Finance Manager under the Highly Qualified Human Resources Project - NORTE-06-3559-FSE-000045 (Aviso n. NORTE-59-2018-41)

Position: Administrative and finance manager

Summary description of the function:

Within the dependency of ForestWISE's CTO, the **Administrative and Finance Manager** will:

- Advise ForestWISE's activity and the projects control in its financial component;
- Perform tasks related to ForestWISE's general business, according to the established procedures;
- Ensure the management of digital and physical archives and documentation, according to the established procedures;
- Ensure the regular flow of information with administrative and financial support services;
- Support financial execution of strategic projects, national and international funded projects, management of accounting information;
- Support the organization of financed projects folders;
- Support finance and institutional information management of each project;
- Support the supervision of ForestWISE's financial activities and operations;
- Support in data analysis and review, financial performance, budget development and monitoring of expenses and costs;
- Support in Contracting Procedures under the Code of Public Contracts;
- Administrative support for purchasing and facility management tasks.

Qualifications and experience required:

- Degree in Management, Economy, Administrative or Finance Management or other similar areas;
- At least, three years of professional experience in Administrative and Finance Management or Accounting or similar;
- To know effective communication, organizational and social behavior techniques;
- Understand the difference between the organization's mission, vision, and values;
- Acquirements about Office (user's perspective);
- Written and oral domain of the Portuguese and English language (C1 level of the European Common Reference Framework)

Personal skills/ Soft Skills:

- Organization and work method abilities
- Ease of relationship with different interlocutors;
- Excellent communication and interpersonal skills;
- Excellent writing and synthesis skills;
- Proactivity and ability to identify improvements in the information flows;
- Proactivity in solving organization's daily issues;
- Availability and flexibility of schedule.

Evaluation Criteria:

- Interview with candidates with curricular evaluation equal to or greater than 14 values
- The final classification will be the weighted average of the curriculum evaluation, which will assume a weight of 70%, and the interview, which will represent 30%
- Selection of the candidate with the best final ranking
- The jury reserves the right to decide not to select any candidate if they agree that none of the candidates has the profile required.

Conditions

The selected Administrative and finance manager will be entitled to an employment contract with a fixed annual salary between TRU 10 and TRU 22 levels according to the curriculum vitae and the experience presented and proven

Workplace: Vila Real

Immediate availability and schedule flexibility

ForestWISE actively promotes a non-discrimination and equal access policy. No candidate can be privileged, benefited, harmed or deprived of any right or exempted from any duty due to, namely, parentage, age, gender, sexual orientation, marital status, family situation, economic status, education, origin or social status, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions and union membership.

Jury:

Francisco Carvalho – Administrator

João Gaspar - Administrador

Carlos Fonseca – Chief Technology Officer

Alexandra Marques – Executive Coordinator

Paulo Fernandes – Executive Coordinator

Rogério Rodrigues - Executive Coordinator

Raquel Paiva – Project Controller

Application submission:

Send curriculum vitae, degrees certificates, motivation letter and other documents, if necessary, to contact.fw@forestwise.pt and raquel.paiva@forestwise.pt

Date: From 03/06/2022 to 21/06/2022