



centre nacional d'anàlisi genòmica  
centro nacional de análisis genómico

## “Director of Finance and Purchasing”

### *Centro Nacional de Análisis Genómico (CNAG)*

#### The Institute

The *Centro Nacional de Análisis Genómico* (CNAG) is one of the largest Genome Sequencing Centers in Europe. CNAG researchers participate in major International Genomic Initiatives, as well as in several EU-funded projects.

The CNAG is a scientific-technical infrastructure created in 2010, with a unique capacity and experience in Spain in the field of genomics. At the end of 2014, it was incorporated into the map of Singular Scientific and Technical Infrastructures (ICTS), as a node of the Integrated Infrastructure of Omics Technologies (OmicsTech).

We are a team of more than 100 highly qualified people, organized into laboratory personnel, computer scientists, bioinformaticians and administration personnel, of whom more than 50% have doctoral studies.

CNAG has become as one of the Spanish and European centers of reference in the sequencing and analysis of genomic data. Thanks to its powerful infrastructure, the Center contributes to significantly improve people's health and quality of life.

#### The Role

The Director of Finance and Purchasing has strategic and operational responsibility for the Finance and Purchasing Dpt.

At the Strategic level:

- Defining the financial strategy, policies and procedures.
- Building a Team that may be created and developed.
- Ensuring the management control and the balanced scoreboard.
- Investment plan, Cash Flow and Working Capital management.
- To lead the procurement area.

At the Operational level has five main purposes:

- To be steward of the organizational assets, focused on risk management, accounting practices, and asset preservation.
- To ensure an effective and efficient finance operations (procurement, receivables, payables, treasury, etc).
- To support Direction by providing financial perspective to shape decisions.
- To drive improvement initiatives such as cost reduction, procurement, pricing, administration, facility management and other process improvements and innovations that add value to the Centre.
- To deal with users purchasing requests and procure them from external suppliers.



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## About the Team/Group/Lab/Department

### MAIN DUTIES AND RESPONSIBILITIES

Formulation of the financial strategic direction of the Center and tactical plans, budgeting systems and performance metrics, in agreement with the general strategic plans and Centre's direction. Support decision making by providing financial analysis.

Creation, development, implementation, and monitoring of policies, processes, procedures, tools and systems. Promote training and knowledge on procedures, best practices, new regulations, and new skills acquisition throughout the Department.

Direct oversight of Accounting, Procurement and Controlling areas. Assess financial and economic Centre's internal and external position and propose measures to hedge external threads and seize opportunities. Monitor projected cash balances and arrange for either additional financing or investment options. Approve PO's in second review. Ensures the end users receive best value for money and excellent procurement and financial services.

Oversight finance activities, financial and tax compliance, audits and risk management. Propose and implement measures to correct deviations, fix incidences and mitigate risks.

Presentation of financial data to various internal and external recipients.

### Whom would we like to hire?

- 5 years of previous experience as Head of Finance or similar responsibilities.
- Degree in Business Administration or equivalent.
- High level of English, Spanish and Catalan, spoken and written.
- ERP and Business Intelligence tools experience.
- Deep knowledge of external / internal regulations (Accounting, Grants, Tax, Legal, Procurement...).

### Desirable but not required

- Experience in Research Institutions, Universities or Biomedical sector.
- MBA, Master in Financial Management or equivalent.

### The Offer

- **Contract duration:** Permanent.
- **Estimated annual gross salary:** Salary is commensurate with qualifications and consistent with our pay scales
- **Target start date:** as soon as the appropriate candidate is identified

We provide a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities.

We offer and promote a diverse and inclusive environment and welcome applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation.

We are committed to reconcile a work/family life balance for our employees and offer the opportunity to benefit from annual leave and flexible working hours.



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## Application Procedure

Reference: CNAG/01/02.

All applications must include:

1. A motivation letter.
2. A complete CV including contact details.
3. Contact details of two referees.

All applications must be addressed to [david.gonzalez@cnag.crg.eu](mailto:david.gonzalez@cnag.crg.eu)

**Deadline:** Please submit your application by 15<sup>th</sup> March 2023.