

JOB OPPORTUNITY – FINANCE & ADMINISTRATION ANALYST

1. DESCRIPTION OF THE ORGANIZATION

Fundación Valenciaport is a non-profit private organization, with more than 60 employees, located in Valencia (Spain), that provides services to the port and logistics cluster. It is an Applied Research, Innovation, Training, and International Cooperation center dedicated to the design, implementation and execution of R&D&I and consultancy projects specialized in logistics, transport and ports, aimed at improving the competitiveness of companies and institutions in the port logistics sector.

2. DESCRIPTION OF THE JOB

We are looking for a junior candidate graduate in finance and accounting to join our Administration & Services team. Foreseen activities would be related to performing accounting and financial tasks, more precisely:

- Preparation of financial and accounting analysis reports.
- Support in the management of recipes and payments.
- Preparation and analysis of financial statements and forecasts.
- Collaboration in relations with external consultants, auditing accounts & budget, cost & purchasing control.
- Planning and management of working capital. Negotiation with banks.

3. SELECTION CRITERIA

- BSc in Business Administration, Finance, Economics, or similar.
- MSc in Finance or MBA with a finance specialisation.
- Minimum two years of experience in administration, finance and/or audit.
- Advanced knowledge of Excel is required (ERP knowledge/experience will be recognised)
- Fluent in English. Excellent speaking and writing skills. Minimum level C1 or similar.
- Analytical mind, excellent teamwork, problem solving and working autonomously skills.

4. CONDITIONS

- Full time employment contract.
- Salary based on qualifications, skills, specialization and experience of the candidate.
- Flexibility & autonomy depending on coordination and projects.
- Friendly team & collaborative environment. Innovative projects.
- Additional benefits and bonuses.
- Sponsored training according to projects.

Interested candidates please send us your CV and letter of motivation, in English, by e- mail to personas@fundacion.valenciaport.com
