

We are looking for a: **Finance Administrative Assistant** Barcelona

About us:

SOLTI is an academic research group that performs clinical trials of excellence in oncology. Currently, SOLTI is comprised of over 450 renowned research professionals distributed over a broad network of more than 110 leading hospitals in Spain, Portugal, France and Ireland.

SOLTI focuses its efforts on developing cutting-edge clinical trials with novel targeted therapeutics including innovative translational research, fostering the participation in international networks and promoting excellence in the management of cancer among their members.

Currently we're looking for a Finance Administrative Assistant to join our Finance Team.

Main responsibilities:

As a Finance Administrative Assistant you will be responsible for managing, executing, and following up on site and vendor invoices in accordance with clinical trial contracts, including conducting financial reviews of agreements and amendments with the sites. Additionally, you will be responsible for entering financial data for purchase orders and invoices in the ERP system and support the Financial Controller in the cost estimation process, among other tasks.

Requirements and skills:

- Proven experience as a Finance Administrative Assistant (minimum 2 years), preferably in pharmaceutical industry, CRO, hospital or collaborative group.
- Specific diploma in administration studies (Vocational Education and Training or Certificate of Higher Education).
- Advanced computer skills (e.g., Microsoft Office: Word, Excel, PowerPoint; Outlook). Familiarity with ERP systems will be a plus.

- Minimum intermediate English level (B2).
- Outstanding analytical skills.
- Strong attention to detail.
- Excellent organizational skills.
- Communication and interpersonal abilities.
- Proactivity.

What we offer:

Explore the opportunity of joining an organization engaged in cutting-edge projects with significant social impact.

We offer the possibility of working from home up to 3 days a week with a flexible work schedule, an appealing office location, a supportive team environment and additional benefits.

Should you be interested:

Please send your to: seleccion@gruposolti.org
Our team will review your application and will contact you in case your profile fits with the requirements for the position.

SOLTI is an employer committed to Equal Opportunities regardless of sex, gender, sexual orientation, race, age, origin or disability.