

PROJECT ACCOUNTING MANAGER

AccelBio is looking for one **Project Accounting Manager** to join CoLAB AccelBio, with the funding support of RE-C05-i02 – Missão Interface N.º 01/C05-i02/2022 and “la Caixa” Foundation CaixaResearch Health 2024 Call for Proposals.

Job summary: We are seeking a highly skilled and motivated Project Accounting Manager to join our team. The Project Accounting Manager will be responsible for overseeing the planning, execution, and completion of projects within specified deadlines and budget constraints with a special focus on procurement and accounting.

Responsibilities

- Analysis of contracts and regulations, financial maps and budgets;
- Support the preparation of purchasing orders and liaison with AccelBio collaborators and suppliers;
- Process, verify and reconcile invoices, expense reports and supplier payments;
- Track outstanding invoices, follow up on overdue accounts, and support cashflow monitoring.
- Assist in preparing financial reports;
- Support accurate project and accounting record keeping;
- Organize and control project documents, update files and registers, and prepare reports;
- Work with the Management Team to ensure that necessary due diligence and audit work is undertaken in compliance with tax and financial regulations and in line with funder requirements;
- Track project expenses and resource utilization, identifying cost-saving opportunities and optimizing resource allocation;
- In projects where CoLAB AccelBio is the coordinator, the project manager will also provide support in compiling the information from all partners and consolidate the reports.

Required skills and qualifications

- BSc and/or Master's degree in Management, Accounting, Finance and/or Health Sciences;
- Minimum 2-year experience in accounting and project management;
- Strong skills in procedural analysis and organization of the administrative/financial aspect;

- Relational capacity with internal customer;
- Good knowledge of English, spoken and written;
- Very good computer skills from the user's perspective, with emphasis on Excel;
- High sense of responsibility, honesty, organization, dynamism and proactivity.

Preferred skills

- Able to educate on best practices in accounting and project management tools and practices and ensure continual improvement is delivered through capacity building and innovation;
- Communication and active listening skills;
- Teamwork;
- Immediate availability.

About AccelBio | Collaborative Laboratory to Foster Translation and Drug Discovery

AccelBio is a collaborative laboratory that aims to be the bridge that brings biomedical science closer to the market. With a set of partners that cover all the necessary capacities and expertise to drive drug discovery, AccelBio selects fundamental research discoveries and cutting-edge technology platforms and tools and guides the transformation of breakthrough science into validated and investment-worthy assets. AccelBio complements academic research groups and start-ups with industry-standard drug discovery capabilities - target validation, assay development, high-throughput screening, in silico modelling, medicinal chemistry, in vitro and in vivo testing, IP support and business development. Innovative platforms are also being developed within a well-defined R&I agenda that will further boost drug discovery. By providing these capacities and specialized expertise, AccelBio will de-risk drug discovery assets until they are ready to be out-licensed to industry or established as the foundation of new spin-off companies.

AccelBio consists of the following **associate members**

- | | |
|--|---------------------|
| • Gulbenkian Institute of Molecular Medicine | • Valvian |
| • Instituto Superior Técnico | • TargTex |
| • Universidade de Coimbra | • Basinnov |
| • Biocant Park | • Vertical Sentinel |
| • Roche Portugal | • Biovance Capital |
| • BSIM Therapeutics | |

Monthly remuneration: Monthly gross salary will be defined according to relevant experience and merit of the candidate within the predicted in the funding projects. Gross value subject to mandatory taxes as per Portuguese Labor Law.

Start Date and workplace: The contract is expected to start in July 2025 and is maintained for the duration required to execute the outlined work plan. The activities will be developed in a hybrid format with in-person activities being carried out at Gulbenkian Institute for Molecular Medicine (Lisbon site) and/or other necessary locations for their execution.

Evaluation criteria: The admitted applications will be evaluated based on the quality and relevance of their professional path and their adequacy to the proposed plan, through the analysis of the Curriculum Vitae and Motivation Letter (60% and 10%, respectively) and Interview (30%). Only the candidates with a score above 80% in the CV assessment will proceed to the interview stage. After evaluation of all admitted applications, the jury will write a meeting minute with all process of recruitment, evaluation and selection including an ordered short list of approved candidates (alphabetic order) and their respective classification. The final decision of the jury shall be validated by AccelBio Direction.

Members of the jury: The jury is composed by Bárbara Gomes (PhD, President of the Jury), Silvia Almeida (PhD) and Ricardo Viais (PhD).

Application process: Submission of the CV, motivation letter and Degree(s) Certificates at AccelBio's website, from May 26th to June 25th.

Note: The non-compliance with these requirements will result in the rejection of the application.