

Jury Meeting Minute

Project Accounting Manager

Associação AccelBio – Collaborative Laboratory to foster translation and drug discovery - opened a call to hire a Project Manager under an unfixed-term contract within the project "Financiamento Base do Laboratório Colaborativo AccelBio" with the funding support from Investimento RE-C05-i02 – Missão Interface N.º01/C05-i02/22 and "la Caixa" Foundation CaixaResearch Health 2024 Call for Proposals.

The job advert was published in AccelBio website and LinkedIn. The call was open from May 26th to June 25th, having applied the candidates indicated in the Annex I.

On the 8th of July of 2025, the jury composed by Bárbara Gomes (President of the Jury), Silvia Almeida and Ricardo Viais analyze the application documents (- Detailed CV; - Motivation letter in English; - Degree Certificate).

The admitted applications were analyzed according to the following selection method, which was also indicated in the job advert:

- Curriculum Analysis (60%) based on the following criteria:
 - a) Ability to analyze contracts, financial maps, and budgets accurately; Ability to track project expenses and resource utilization, identifying cost-saving opportunities and optimizing resource allocation;
 - b) Capability to prepare and consolidate financial and project reports; Skills in organizing and maintaining accurate project documentation; Experience in collaborating with multiple partners and consolidating inputs;
 - c) Experience in preparing purchase orders and managing supplier relationships;
 - d) Competence in processing, verifying, and reconciling invoices and expense reports;
- Motivation Letter (10%).

The following candidates were invited to an interview (30%):

- Cláudia Bicho
- Marta Narciso

The analysis and discrimination of the admitted candidate's classification, as well as the total classification are presented in the tables of Annex I attached to this minute.

Cantanhede, 31st of July of 2025

Bárbara Gomes
(President of the Jury)



Assinado por: Bárbara Sofia
Lopes Gomes
Identificação: B113355018
Data: 2025-07-31 às 16:38:02

Silvia Almeida
AccelBio's CSO

Assinado por: **SÍLVIA CRISTINA DE PAIVA E
ALMEIDA**
Num. de Identificação: 10255997
Data: 2025.07.31 16:41:05+01'00'

Ricardo Viais
AccelBio's Project Manager

Assinado por: **RICARDO SILVA DOS
SANTOS VIAIS**
Num. de Identificação: 13793802
Data: 2025.07.31 16:46:03+01'00'

Annex I

Applicant		CV & ML																			Total CV
		Financial and Contractual Analysis Skills Ability to analyze contracts, financial maps, and budgets accurately; Ability to track project expenses and resource utilization, identifying cost-saving opportunities and optimizing resource allocation 35%				Project Financial Reporting and Documentation Capability to prepare and consolidate financial and project reports; Skills in organizing and maintaining accurate project documentation; Experience in collaborating with multiple partners and consolidating inputs 30%				Procurement and Supplier Coordination Experience in preparing purchase orders and managing supplier relationships 15%				Invoice and Expense Processing Competence in processing, verifying, and reconciling invoices and expense reports 10%				Motivation Letter- 10%			
Silvia Chavarria	Name of Jury	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average
	Grade	30%	25%	25%		25.00%	20.00%	18.00%		12%	12.00%	12%		9.00%	8.00%	8.50%		0.00%	0.00%	0.00%	
	Justification	Relevant experience in budgeting, forecasting, SAP modules, and financial control. Clear evidence of contractual analysis in both public and private sectors. Lack of experience with competitive funding/biotech-related projects.	Experience in financial reporting, budgeting, forecasting through use of various financial software packages. No experience in biotech related projects.	Previous relevant experience in this context of communication businesses, but not in the context of biotech projects.	26.67%	Strong reporting background using professional tools; evidence of working with multiple stakeholders and delivering organized outputs. No explicit mention of project reporting in research or EU-funded contexts.	Experience in financial reporting, budgeting, forecasting through use of various financial software packages. Experience in communicating achieved metrics to multiple audiences. No experience in biotech.	Experience in financial reporting and relevant tools. Experience in communication businesses, but not public national or EU funds.	21.00%	Background in procurement workflows, including SAP systems, invoice approvals, and public purchasing contexts.	Relevant experience in the topics as Payable and Planning and Management Controlling (2004 to 2013).	Previous relevant experience as Planning and Management Controlling.	12.00%	Hands-on experience in invoice processing and expense reconciliation across several organizations.	Relevant experience in invoicing as Account Payable and Planning and Management Controlling (2004 to 2013).	Previous relevant experience as Account Payable and Planning and Management Controlling.	8.50%	No motivation letter was submitted.	No motivation letter was submitted.	No motivation letter was submitted.	0.00%
Nirman Rathee	Name of Jury	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average
	Grade	0%	0%	10%		10.00%	7.50%	5.00%		0%	0%	2%		0.00%	0.00%	2.00%		0.00%	0.00%	0.00%	
	Justification	No experience in financial administrative management.	No relevant experience in financial and contractual analysis skills.	Relevant education in Public Policy but no further relevant experience.	3.33%	It shows limited experience with project documentation and collaboration.	Experience in project documentation, financial and reporting, and multiple partners collaborations is limited.	Experience in Excel but does not reveal further relevant experience.	7.50%	Doesn't show previous relevant experience.	Previous experience not demonstrated.	Doesn't show previous relevant experience.	0.67%	Doesn't show previous relevant experience.	Previous experience not demonstrated.	Doesn't show previous relevant experience.	0.67%	No motivation letter was submitted.	No motivation letter was submitted.	No motivation letter was submitted.	0.00%
Raquel Rebelo	Name of Jury	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average
	Grade	30%	30%	30%		25.00%	22.00%	25.00%		10%	10%	12%		10.00%	10.00%	8.50%		0.00%	0.00%	0.00%	
	Justification	Background in financial analysis, controlling, ERP implementation, budgeting, cost center analysis, and audit. Familiarity with financial reporting and cost optimization strategies. Never worked in a biotech organization.	MBA and Background experience in Finance. No exp in the Biotech area.	Relevant education (MBA, Economics) and experience, although not in the biotech field.	30.00%	Extensive experience in budget and forecast preparation. Also supported project documentation and reporting across multiple entities. Lack of experience in consortium projects (R).	Education is relevant in Finance/MBA. Experience in budget, forecast. No exposure to research and funding/consortium opportunities.	Relevant academic background and experience as Finance Specialist. But no experience in funding schemes of Accelbio projects.	24.00%	Some explicit experience in supplier agreements, but less on direct procurement negotiations.	Experience in supplier agreements and purchase checks, although not with procurement.	Previous relevant experience in supplier management as Finance Specialist.	10.67%	Hands-on experience tracking invoices, managing payroll entries, accruals, deferrals, reconciliations, and issuing receipt/payment.	Relevant previous experience in invoicing, expense processing, managing payrolls, reconciliations, deferrals, accruals, all explicitly detailed.	Relevant experience in invoicing and expense report.	9.50%	No motivation letter was submitted.	No motivation letter was submitted.	No motivation letter was submitted.	0.00%
Nizar Sarriddine	Name of Jury	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average
	Grade	20%	22%	20%		18.00%	20.00%	20.00%		5%	5%	7%		2.00%	3.00%	4.00%		3.00%	3.00%	3.00%	
	Justification	Experience in financial statement analysis, credit assessment, financial planning, and compliance. However, less clear exposure to project-specific financial analysis and contract management.	MBA and Background experience in Finance, previous role as CFO Financial Manager. No exp in the Biotech area.	Role as Chief Financial Officer is relevant, but no experience in the context of biotech projects.	20.00%	Some experience with financial reporting and compliance, but less direct mention of project-based reporting or multi-partner collaboration.	Education is relevant in the Business and Administrative Science. Experience in various financial aspects, but no exposure to research and funding/consortium opportunities.	Relevant experience as Chief Financial Officer but it is unclear what is the experience in relevant project frameworks for AccelBio.	19.33%	No explicit experience with procurement or supplier coordination is detailed.	Previous experience in supplier agreements, procurement not explicitly detailed.	Previous relevant positions but the role in supplier management is unclear.	5.67%	Likely had oversight of accounting functions (as CFO), but hands-on invoice or expense processing is not described.	Previous experience in invoicing or expense processing not explicitly detailed.	Relevant academic background but experience in invoicing is unclear.	3.67%	What is the motivation to join AccelBio?	Letter is concise and well written. Coming from managerial level positions, it is not clear what motivates this application to AccelBio.	Well written and good background, but it is unclear what is the motivation and added value for joining AccelBio.	3.00%
Brenda Martins	Name of Jury	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average
	Grade	8%	10%	12%		5.00%	5.00%	10.00%		0%	0%	8%		2.00%	2.00%	7.00%		0.00%	0.00%	0.00%	
	Justification	Limited exposure. Billing and insurance imply some familiarity with financial processes, but no evidence of analytical work or contract interpretation.	No experience in analyzing contracts, financial maps and budgets, only in billing. Current experience in administrative role not very relevant for the position.	Little experience in analyzing contracts, but Administrative experience is relevant for track project expenses.	10.00%	No mention of financial reporting or project documentation responsibilities.	No experience in financial reporting and project documentation is ascertainable.	Relevant Postgraduation in Project Management and Digital Skills, but little previous experience in Project Financial Reporting and Documentation.	6.67%	No evidence of procurement or supplier management experience.	No relevant experience in preparing purchase orders and managing supplier relationships.	Professional Background and Volunteer experience show potential for Procurement and Supplier Coordination Tasks.	2.67%	No clear responsibilities related to tracking expenses or optimizing resource use.	Experience as Administrative and Social Worker not relevant for the position, with no relevant experience in processing, reconciliation or invoicing.	Relevant experience as Administrative.	3.67%	No motivation letter was submitted.	No motivation letter was submitted.	No motivation letter was submitted.	0.00%
Emily Chele Pin	Name of Jury	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average	Elaine Gomez	Elaine Gomez	Elaine Gomez	Average
	Grade	8%	7%	5%		10.00%	10.00%	12.00%		0%	5%	7%		0.00%	3.00%	3.00%		0.00%	0.00%	0.00%	
	Justification	Some experience with data analysis and reporting, no explicit financial/contracts analysis.	Experience in Financial and Contractual analysis is very limited. Some experience in data analysis.	Limited experience in Financial and Contractual Analysis.	6.67%	Created technical reports and presentations; some exposure to project documentation, but limited direct financial reporting.	Some experience in Project Management, but limited experience in financial and project documentation.	Experience in project management, but experience in project financial report and documentation is unclear.	10.67%	No clear evidence of procurement or supplier management experience.	Previous experience in supplier agreements, procurement not explicitly detailed.	Previous relevant positions but the role in supplier management is unclear.	4.00%	No direct experience mentioned in invoice or expense processing.	Previous experience in invoicing or expense processing not explicitly detailed.	Experience with invoicing and expense processing is unclear.	2.00%	No motivation letter was submitted.	No motivation letter was submitted.	No motivation letter was submitted.	0.00%



PRR
Plano de Recuperação e Resiliência



REPÚBLICA PORTUGUESA



Financiado pela União Europeia
NextGenerationEU



Applicant	Interview - 30%				Total Interview	Total classification (CV%ML (70%) + Interview(30%))
Name of Jury	Barbara Gomes	Silvia Almeida	Ricardo Vials	Average		
Claudia Bicho	Claudia Bicho is a highly qualified candidate whose entrepreneurial leadership experience sets her apart as someone capable of approaching the Project Accounting Manager role with ownership, strategic insight, and financial discipline. Her strong academic background complements her practical experience, making her well-suited to support AccelBio.	Claudia Bicho is a mature professional with entrepreneurial experience, extensive post-doctoral academic background, and strong financial project management skills, bringing a rare combination of innovation, analytical depth, and strategic execution. Her profile bridges the theory and practice required to drive complex projects efficiently, and adapt to both academic and business environments with confidence and leadership, in alignment with the PAM position at AccelBio.	Claudia Bicho performance during the interview revealed a proactive and responsible character, relevant for the position and for AccelBio growth. Her previous experience in biological sciences and, more importantly, her entrepreneurial experience (although in different area) give her relevant management capabilities for the role of Project Accounting Manager and represent an important asset to AccelBio. Claudia's replies to the practical cases presented during the interview revealed a structured approach to Management Tasks in different project phases, including planning, execution and follow up, and closure and reporting.	28.00%	28.00%	84.00%
Marta Narciso	Marta Narciso presented herself as a highly competent and well-prepared candidate for the role of Project Accounting Manager. Her professional background and current responsibilities at Ludwig-Maximilians-Universität München demonstrate strong alignment with the key areas required by the position. The interview confirmed her deep knowledge of financial project management, attention to detail, and readiness to work in dynamic, multi-stakeholder environments. However, due to her unavailability within the required timeline, we are unable to move forward with her candidacy at this time.	Marta Narciso is a professional with EU-level project management experience at LMU- München, bringing valuable insights into international standards and structured processes, and project support from initiation to completion. Her detail-oriented, proactive, and goal-driven attitude foresees high-quality execution, while her eagerness to learn and adaptability make her well-suited for thriving in a dynamic and fast-paced environments, as expected in the PAM role. However, the fact she is not immediately available, makes her unsuitable to meet the requirements for initiation of this position in September 2025.	Marta Narciso's CV and interview performance revealed high competence in follow up, reporting and auditing of international Projects. Her professional path and current responsibilities demonstrate that Marta is a fast learner and that her skills are strongly aligned with the position of Project Accounting Manager. Furthermore, during the interview Marta demonstrated capabilities of team work, problem solving and proactivity relevant for the role. However, Marta availability did not match with AccelBio requirements to initiate this position in September 2025.	25.00%	25.00%	79.36%