

Ref.ª 19/ ANA/2023
Administrative and Financial Support
Information Systems Department
(M/F)

We are seeking a highly organized and detail-oriented individual to join our Information Systems Department as an **Administrative and Financial Support**. In this role, you will provide essential administrative and financial assistance to the department, as well as support control management initiatives. This is an excellent opportunity for a proactive and multitasking professional who thrives in a fast-paced environment.

Responsibilities:

- Provide comprehensive administrative support to the Information Systems Department, including calendar management, travel arrangements, meeting coordination, and document preparation.
- Assist in financial management activities, such as budget monitoring, expense tracking, and invoice processing.
- Support the control management process by maintaining accurate records, tracking deliverables, and ensuring compliance with policies and procedures.
- Collaborate with internal stakeholders to gather and compile information for financial and control reports.
- Assist in the preparation of financial documentation, including financial statements, budgets, and forecasts.
- Conduct data analysis and produce reports to support decision-making processes.
- Assist in contract management activities, including contract review, vendor communication, and contract renewal tracking.
- Coordinate departmental communication, both internally and externally, ensuring timely and accurate dissemination of information.
- Maintain departmental records, databases, and filing systems, ensuring confidentiality and data integrity.
- Provide general administrative support, including managing correspondence, answering phone calls, and handling office supplies.

Job Requirements:

- Preferably bachelor's degree in management, Finance, Economics, Communication or similar
- Minimum of 5 years of similar experience
- Presentation and document redaction skills
- Documentation archive and management skills
- Finance control and planning skills

Behavioural profile

- Communication
- Time Management
- Interpersonal Relationships
- Business Orientation
- Teamwork
- Problem-solving
- Detail orientation
- Autonomy

Other information:

Working place: **Lisbon.**

Application deadline: **14/07/2023**

ANA is committed to ensure the privacy and protection of the personal data of all those who have a relationship with it, namely the candidates who applied for the R&S process mentioned above.

The personal data that we collect (name, email, telephone contact, address, driving license details, vat number, citizen card number) are essential to process the application for the above-mentioned R&S process and to carry out any transactions within the scope of the same. The lawfulness of the processing is based on ANA's legitimate interest and the necessity of the same for the execution of pre-contractual diligences.

The processing of the candidate's personal data may be carried out using entities contracted or subcontracted by ANA, for the purposes of the application to the R&S process with the purposes. In this case, these entities are obliged to develop the appropriate technical and organizational measures to ensure that the processing of personal data collected in the R&S process will meet the legal requirements, particularly in the field of Security and Confidentiality, to ensure the applicant's rights.

The candidate's personal data will not be transmitted to third parties for other purposes without his/her express consent.

The personal data shall only be kept for the period necessary to fulfil the purpose for which they were collected or processed, without prejudice to the time limits legally established for this purpose, namely:

- Data contained in applications that are not accepted shall be deleted immediately.
- The data contained in applications that are accepted but whose candidates were not selected for the interview stage shall be kept for a period of one year.
- Data contained in applications which have been accepted and candidates selected for interview but not retained shall be retained for five years.

The holder of personal data may exercise his rights of access, rectification, elimination, limitation, opposition, and portability. To exercise these rights, the holder must make a written request via email to recrutamento.ana@ana.pt with the knowledge of the DPO appointed by the ANA: dpo@ana.pt and must provide proof of their identity and specify the right or rights they wish to exercise.

When applying for this process, you should indicate that you have read and accepted the Privacy Policy of the aforementioned ANA (which can be consulted at www.ana.pt) and that you are aware that the personal data included in this R&S process will be necessary to process your application for this R&S process.