

# Finance & Purchasing Department

September 2024

TRUSTEES:



Generalitat de Catalunya  
Departament de Recerca  
i Universitats



Generalitat de Catalunya  
Departament de Salut



UNIVERSITAT DE  
BARCELONA

Fundación  
**BBVA**

A MEMBER OF:



Barcelona Institute of  
Science and Technology

CENTER:

**CERCA**  
Centres de Recerca  
de Catalunya

RECOGNISED BY:

 EXCELENCIA  
SEVERO  
OCHOA



HR EXCELLENCE IN RESEARCH



# Mission and Functions

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## Managing the economic resources

Efficient planning, management and control of financial resources ensuring compliance.

## Managing projects awarded

Support to researchers and planning/ overview of the lab resources for efficient management and decision-making.



## Fulfilling administrative and reporting requirements

Linked to core and external funding in accordance with terms and conditions of the funding agencies.

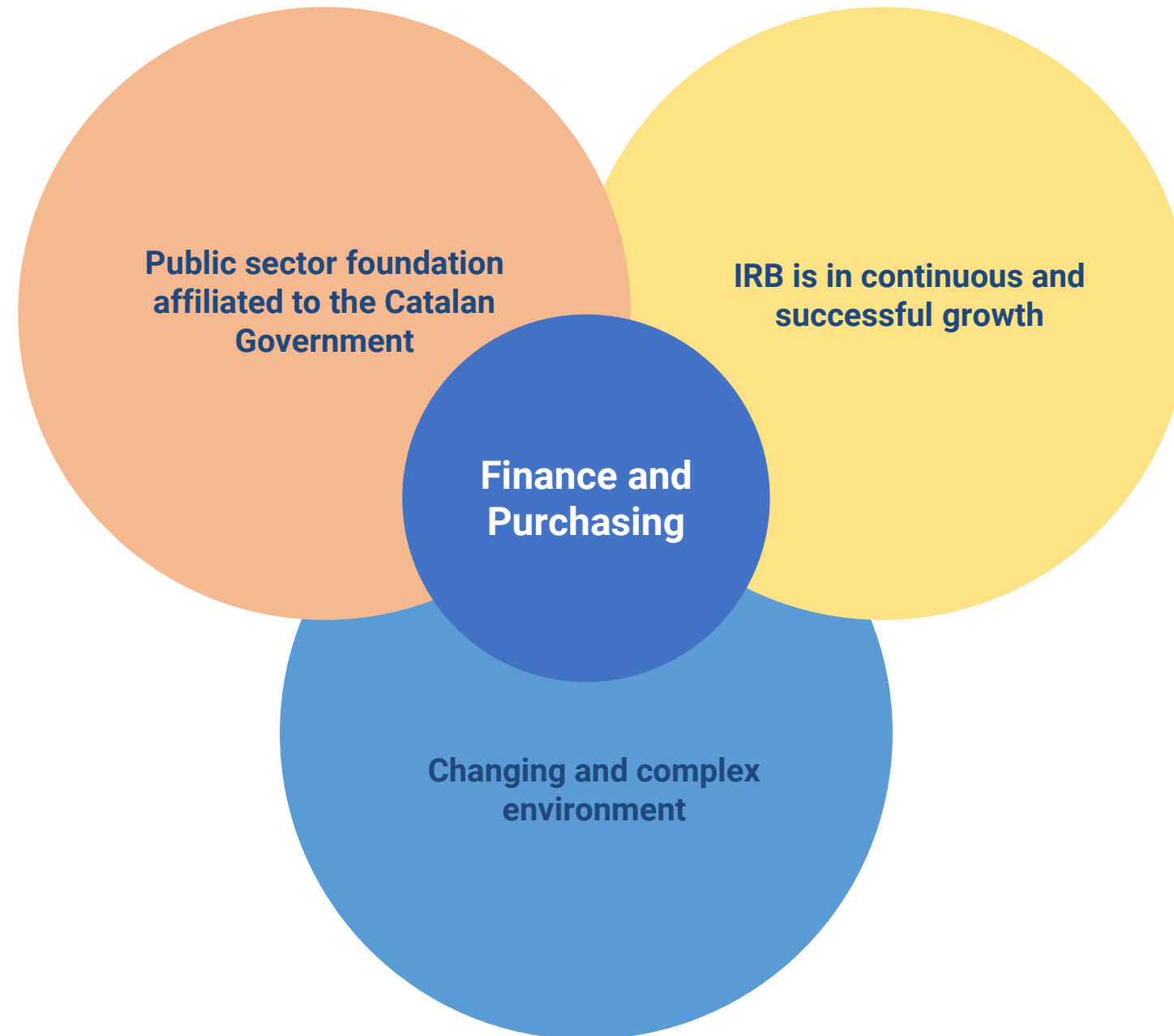


## Managing the purchasing process

Optimize the purchasing process ensuring quality, speed and efficiency.



# General Context





# Finance and Purchasing team



**Marta Agüera**  
Head of Finance and  
Purchasing

## Finance Section

### Accounting and Controlling Team



**Marc Cunill**  
Controller



**Maite Navarro**  
Controller



**Elisava De La Hoz**  
Accounting Officer



**Mercedes Álvarez**  
Finance Officer



**Cristina Coletas**  
Finance Assistant



**Xavier López**  
Finance Assistant



**Areej Hussain**  
Administrative Assistant

### Post-Award Office Team



**Raquel Furió**  
Section Head of  
Post-Award Office



**Luciano Caramazzo**  
Financial Project  
Officer



**Cristina García**  
Financial Project  
Officer



**Esther Moreno**  
Financial Project  
Officer



**Joan Roger**  
Financial Project  
Officer



**Elena Sánchez**  
Financial Project  
Assistant

## Purchasing Section

### Purchasing Team



**Sara López**  
Section Head of  
Purchasing



**Maryline Malfroy**  
Purchasing Contracts  
Officer



**Joseline Alcivar**  
Buyer



**Denise Flores**  
Buyer

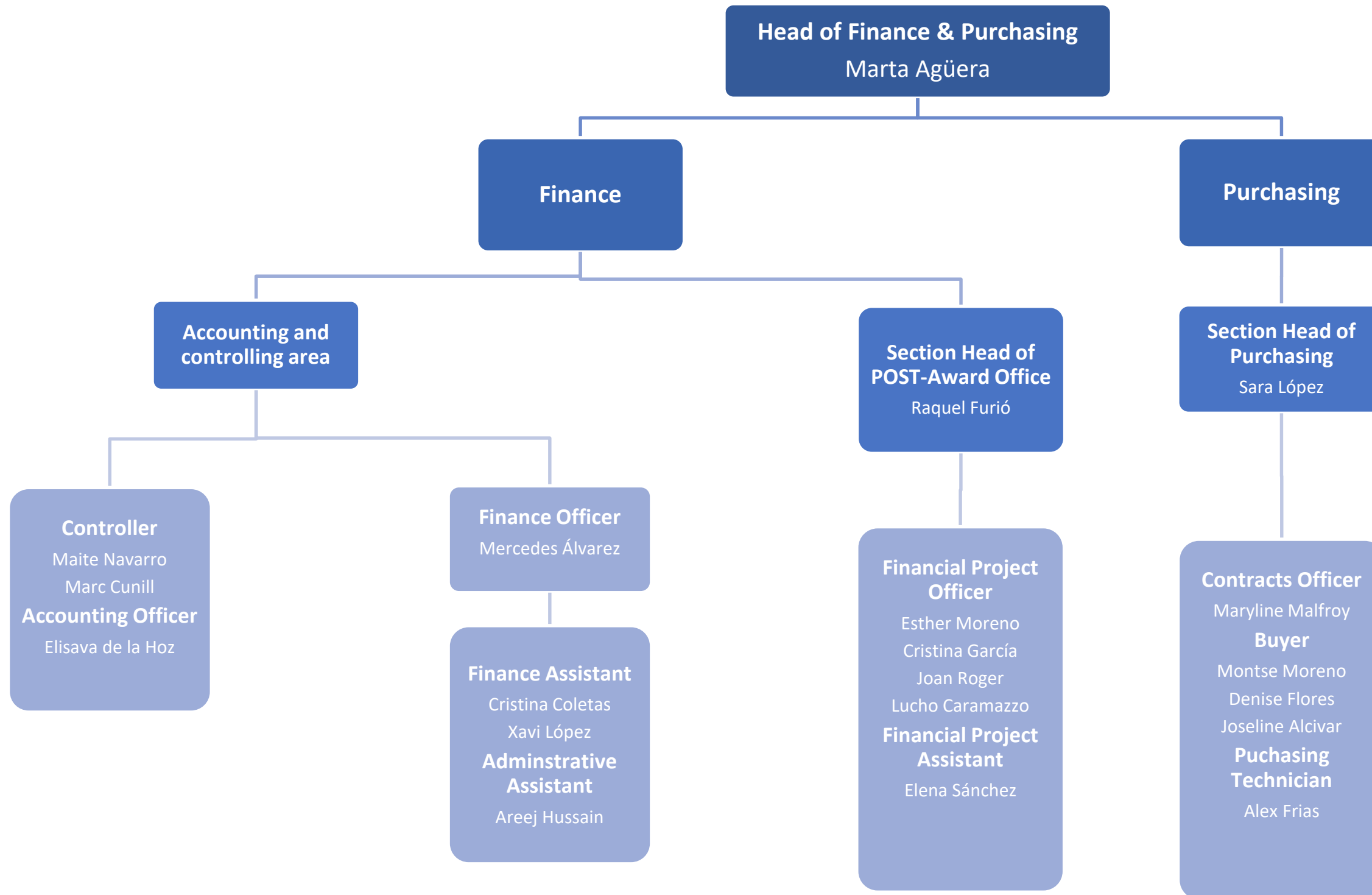


**Montse Moreno**  
Buyer



**Alex Frías**  
Purchasing Technician

# Organization Chart



# Post-award functions

## Post-award functions

- Manage the financial resources of the different labs in order to ensure funds are available for all foreseen expenses.
- Analyse the information received from the COFIP and Innovation Departments regarding new granted projects in order to introduce all data into the ERP (SAP Business One) and assign the budget per type of expenses and periods.
- Authorize strategic costs categories such as personnel, equipment and travel costs to ensure they comply with the regulations of the funding entities.
- Prepare the economic justifications and/or audits, collecting all the information required and coordinating with other departments to ensure all administrative requirements are met. For instance: specific clause in employment contract, the correct time dedication of an employee to the project, dissemination in the web portal, etc.
- Follow up on the technical reports to assure that they are submitted on time.



# Post-award functions

## Main interlocutor for each laboratory

### Ensuring:

- Knowledge about the needs and resources of the laboratories.
- More efficient and focused management of the funds per lab.
- Allows follow up on the global budget.
- Better interaction with other departments when needed.

### How do we do it?

- Recurrent meetings with the labs for identification of potential threats and needs.
- Proactive plan and analysis of the resources and projects per year.
- Assure costs meet the rules of projects' calls for specifics costs (personnel, travel, investment, scientific services...) to duly justify them.



# Accounting and controlling functions

# Accounting and controlling functions

- **Controlling:**

- Prepare and manage the Institute's budget.
- Manage and oversee structural projects.
- Prepare monthly and annual reports for the Government of Catalonia and other official bodies.
- Manage financial audits
- Provide information to support decision making for the management, as well as other internal departments and stakeholders

- **General Accounting:**

- Process expense invoices, ensuring compliance with all internal procedures.
- Issue invoices for services performed by IRB
- Handle other accounting entries and calculations

# Accounting and controlling functions

- **Treasury Management:**
  - Record payments
  - Process monthly payroll
- **Tax Management:**
  - VAT
  - IRPF and IRNR (personal income tax)
  - Other tax form
- **Core Facilities:**
  - Assist in calculating and updating CF rates
  - Calculate the Profit & Loss of Facilities
  - Monitor the CF budget

# Purchasing functions

## Purchasing: Main Aspects

The Purchasing Section:

Coordinates and manages the entire purchasing process: **from order placement to reception of the goods:**

- ◆ Purchase request placed at the web portal
- ◆ Approval required: → automated workflow from Web Portal to ERP (according the amount and/or type of material).
- ◆ Order request reception
- ◆ Compliance with regulations checked (public sector tender law, public grants law, internal purchasing regulations, ...)

Organized by key accounts, unique interlocutor for each supplier. (better communication, knowledge, and valuable experience dealing with these organizations).



# Purchasing functions

## Main functions:

- Manage purchase orders with assigned suppliers and ensure compliance with relevant regulations such as LSCP or European Next Generation Funds.
- Update and maintain product information on the database.
- Manage ticket requests from users
- Manage and negotiate asset purchases.
- Negotiate and deal with suppliers to establish annual prices and conditions in the DPS and framework agreements.
- Manage customs clearance processes
- Organize and chair FOROS meetings
- Closely collaborate both with the Legal Services Department in monitoring tenders and with labs to prepare technical requirements for upcoming tenders.
- Organize and form working groups to establish criteria for joint tenders for products or services common to multiple labs.

# Purchasing: Public Sector contract law

## Purchasing: The new Public Sector contract law

### New law implications:

- Forces IRB to contract as the Public Administration
- Direct purchasing no longer exists
- Need of additional documentation for each order
- Purchase process longer
- Advanced planning is required
- Heavy administration workload

### Consequences of the new law implementation:

	2018	2023
<u>Order covered by tenders</u>	14%	86%
<u>Ongoing Tenders</u>	30	107

Creation of working groups

Launching new tenders in cooperation with all the labs

Unique tender for the same family of products for all IRB

## Purchasing: Public Sector contract law

# Purchasing: The new Public Sector contract law

### New purchasing strategies:

- Affiliation to joint purchases promoted by other institutions: CSUC
- Transition into Framework agreements (2021)
- Implementation of Dynamic Purchasing System (2023)

	Tender	Framework Agreement	DPS
Number of suppliers	<u>Only one supplier awarded</u>	<u>Closed list of Approved suppliers</u>	<u>Open list of approved suppliers</u>
Update prices	✗	✗	✓
Update articles	✗	✗	✓