



CALL FOR CANDIDATURES: Accounting Analyst - UfM/LP/2018/004

1. Subject:

The UfMS is seeking to incorporate an Accounting Analyst at its headquarters in Barcelona from an UfM member state. Below is the job description, detailing the responsibilities and required skills and qualifications.

JOB DESCRIPTION			
Job Title:	Accounting Analysts	Reports to:	Head of Finance and Contracts
Division:	Legal & Administration		
Indicative gross annual remuneration:	EUR 36.000- 43.000	Type of Contract and Duration:	Local staff- one-year contract, Renewable) (3 months' probation period)
SUMMARY			
<p>Under the supervision of the Head of Finance and Contracts, the Accounting Analyst, will be responsible to support the provision of accounting, financial, contractual and administrative services in the Legal and Administration Department, ensuring high quality, accuracy and consistency of work.</p> <p>She/he shall support all contractual, administrative and financial tasks related.</p> <p>She/he shall promote a client-oriented approach consistent with UfMS rules and regulations. The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UfMS.</p>			
PRIMARY RESPONSIBILITIES			
<p>Accounting and Finance duties:</p> <ul style="list-style-type: none">• Prepare entries to accounts, such as general ledger accounts, and document business transactions.• Process requests of commitments and requests of payments according to internal rules and procedures.• Carry out the day to day financial transactions and maintain records on financial accounts.• Compile and analyze financial information.• Input and handle financial data and reports for the organization financial systems.• Prepare accounting statements and monthly closing and cost accounting reports.			



- Interact with internal and external auditors in completing audits.
- File and archive documentation as required.
- Maintain accounting and accounting control procedures.
- Analyze and review budget and expenditure for contracts.
- Resolve accounting discrepancies.
- At year-end, assist in the collection and verification of data in compliance with the year-end closure instructions and audit requirements.

Contractual and administrative duties:

- Prepare process and follow-up on administrative arrangements and forms, related procurement procedures, contracts management and travel arrangements.
- Verify the contractors' invoices against the goods and services provided by the contractors.
- Follow-up on the payment of contractors' invoices and monitor payments.
- Draft routine correspondence.
- Maintain files of rules, regulations, administrative instructions and other related documentation.

Other duties as assigned

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

Minimum requirements:

- Bachelor's Degree in Accounting, Finance, Public Management or Business Administration as minimum requirement or equivalent academic or professional training.
- Minimum 3 years of related experience, especially in accounting.
- Knowledge of accounting software, namely Microsoft Dynamics- Navision used currently in UfMS as accounting system.
- Good command of English.

Desirable requirements:

- Knowledge of accounting standards namely IPSAS/IFRS would be a strong asset.
- Good knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles, would be an advantage.
- Experience in the implementation of EU processes and regulations regarding grant agreements would be an advantage.
- International experience, particularly in multi-national and international organizations would be an advantage.
- Proficiency in Spanish would be an asset. Knowledge of French or another Euro-Mediterranean language would be an asset.



2. Submission of applications:

Please read carefully the following information and send a complete application in English to the following address:

hr.recruitment@ufmsecretariat.org

The complete application includes:

- A **detailed curriculum vitae in English (pdf format only)**
- A **motivation letter in English in a separate document (pdf format only)** including a clear mention of the profile applied for.

Please, do not send any supporting documents (i.e.: copies of ID-card, educational certificates, evidence of previous professional experience etc.) with the application at this stage.

3. Submission Date:

Complete applications must be submitted by **Tuesday 13th of February 2018 (before midnight, European time, GMT+1)**.

Only shortlisted candidates will be contacted for interviews.

We can only consider applications from nationals of UFMS Member States.