



CALL FOR CANDIDATURES: Internal Controller (UfM/LP/2012/003)

1. Subject:

The UfMS is seeking to incorporate an Internal Controller at its headquarters in Barcelona.

Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description / Expert Profile			
Job Title:	Internal Controller	Reports to:	SG / UfM Board (SOM)
SUMMARY			
<p>The Internal Controller acts as Accounting Officer, in accordance with Clause IX of the Statutes of the Secretariat of the Union for the Mediterranean. S/he analyzes financial information and reports utilizing appropriate accounting control procedures according to the financial regulations. As Internal Controller he/she is also responsible for assessing the suitability and effectiveness of internal management systems and the performance of departments in implementing rules, procedures and processes by reference to the risks associated with them.</p>			
PRIMARY RESPONSIBILITIES			
<ul style="list-style-type: none">• The Internal Controller is responsible for validating compliance of administrative procedures and for revising internal rules and regulations, providing recommendations for improvements.• Lays down in accordance with Title VII of financial regulations, the accounting rules and methods and the chart of accounts.• Lays down and validates the accounting systems and where appropriate validating systems laid down by the authorizing officer to supply or justify accounting information; is empowered to verify that validation criteria are respected.• Is empowered to check the information received as well as to carry out any further checks he deems necessary in order to sign off the accounts.• Signs off the annual accounts together with the Secretary General and sends them to the Senior Official Meeting, the decision making authority of the UfMS.• Evaluates and advises on the impact of long-range internal control planning, introduction of new rules, procedures, processes, and regulatory interactions.• Reviews existing internal and financial controls – ensure all processes are mapped accurately, assesses weaknesses.• Advises the SG on dealing with risks, by issuing opinions on the quality of management and control systems and by issuing recommendations for improving the conditions of implementation of operations and promoting sound financial management.• Establishes and maintains guidelines for a system of internal control in general.• Reports to the Secretary General on his/her findings and recommendations.• Submits to the Secretary General an annual internal audit report indicating the number and type of internal audits carried out, the recommendations made and the action taken on those recommendations.• Other duties as assigned.			



QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

- Advanced University Degree in Finance/Accounting or Business Administration, Economics, equivalent academic or professional training.
- Minimum 7 years of experience in a similar position relevant to the duties described above, preferably in EU organizations.
- Previous experience and knowledge of EC Regulations and procedures in Finance and Accounting.
- Experience in Budgeting, and Cost control principles including Generally Accepted Accounting Principles.
- Ability to analyze financial data and prepare financial reports, statements and projections.
- International experience, particularly in multi-national and international organizations (desirable).

LANGUAGES

Good command of English and French both orally and in writing. Knowledge of Spanish, Arabic and/or other languages of UfM countries would be considered a plus.

2. **Submission of applications:**

Please read carefully the following information and send a complete application in English to the following address: hr@ufmsecretariat.org.

The complete application includes:

- A detailed curriculum vitae in English clearly elaborating educational and professional experience.
- A motivation letter in English including a clear mention of the profile applied for and full postal address.

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

3. **Submission Date:**

Complete applications must be submitted by January 15th, 2013 (midnight, European time, GMT+1)