



CALL FOR CANDIDATURES: Professional Assistants -Finance and Contracts (2 posts) UfM/LP/2018/001 and UfM/LP/2018/002

1. Subject:

The UfMS is seeking to incorporate two Professional Assistants – Finance (1) and Contracts (2) at its headquarters in Barcelona from an UfM member state. Below is the common job description, detailing the responsibilities and required skills and qualifications.

JOB DESCRIPTION			
Job Title:	Finance and Contracts Assistant	Reports to:	Head of Finance and Contracts
Department:	Legal & Administration	Number:	2 posts
Indicative gross annual remuneration:	EUR (28.440- 36.000)	Type of Contract and Duration:	Local staff Temporary / one year contract, renewable / 3 to 6 months' probation period)
SUMMARY			
<p>Under Supervision of the Head of Finance and Contracts, the Finance and Contracts Assistant will be responsible of supporting the provision of financial, contractual and administrative services in the Legal and Admin Department ensuring high quality, accuracy and consistency of work.</p> <p>She/he promotes 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>Process requests for commitments and requests for payments according to internal rules and procedures, participate in carrying out the day to day financial and contractual transactions and maintain records on financial accounts and related filing and archiving documentation as required.</p> <p>Assist in managing public procurement procedures and related requests.</p> <p>Use internal IT tools to help with the implementation of accounting and financial systems (data entry, processing cases, monitoring dossiers in process, etc.).</p> <p>Participate in cash management and/or bank reconciliation.</p> <p>Support the preparation of periodic closures, budget monitoring and financial statements.</p> <p>At year-end, assist in the collection and verification of data in compliance with the year- end closure instructions and audit requirements.</p> <p>Other contractual and administrative duties as assigned supporting the Legal and Administration Department.</p>			



QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

Academic background:

University (Bachelors) degree in accounting, business administration, law or related field as minimum requirement.

Professional requirements:

Job-related experience: at least 2 years (minimum requirement).

International experience, particularly in international organizations would be an advantage.

Competences:

Handling Information: ability to handle information, written and oral, in an authoritative and secure manner, employing appropriate technologies and processes.

Team Orientation: ability to work co-operatively and effectively with others in an international, multi-cultural environment including information sharing and mutual help.

Adaptability/Flexibility: ability to accept and succeed in new roles, work arrangements and methodologies. Desire to learn, improve and innovate – interest in new ways/situations.

High-level of accuracy and attention to details.

Languages

An excellent written and oral command in English is a minimum requirement.

Good command of Arabic, French or Spanish would be a strong 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 **Friday 9th 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.