



## CALL FOR CANDIDATURES: Accounting and Finance Officer (UfM/LP/2013/006)

### 1. Subject:

The UfMS is seeking to incorporate a Finance Officer at its headquarters in Barcelona.  
Below is the job description, detailing the responsibilities and required skills and qualifications.

Vacancy announcement - Temporary position			
Job description			
<b>Job Title:</b>	<b>Accounting and Finance Officer</b>	<b>Reports to:</b>	<b>Head of Finance and Support Services</b>
<b>Division:</b>	<b>Legal &amp; Administration</b>	<b>V.A No:</b>	<b>006</b>
<b>Indicative gross annual remuneration</b>	<b>EUR [40.000 – 45.000]</b>	<b>Type of Contract and Duration</b>	<b>Temporary position / Replacement of staff member on maternity leave - 4 months</b>
<b>SUMMARY</b>			
<p>Under Supervision of the Head of Finance and Support services, the Accounting and Finance Officer will be responsible to support the provision of financial services in the Admin and Legal Directorate ensuring high quality, accuracy and consistency of work. She/he shall support all administrative and financial tasks related. 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>			
<b>PRIMARY RESPONSIBILITIES</b>			
<ul style="list-style-type: none"><li>• To prepare entries to accounts, such as general ledger accounts, and document business transactions.</li><li>• Process request of commitments and request of payments according to internal rules and procedures.</li><li>• To carry out the day to day financial transactions and maintains records on financial accounts.</li><li>• Compile and analyze financial information.</li><li>• Input and handle financial data and reports for the organization financial systems.</li><li>• Prepare accounting statements and monthly closing and cost accounting reports</li><li>• Interact with internal and external auditors in completing audits</li><li>• Files and archives documentation as required.</li><li>• Maintain of accounting and accounting control procedures.</li><li>• Analyze and review budgets and expenditures for contracts.</li><li>• Resolve accounting discrepancies.</li><li>• At year-end, assist in the collection and verification of data in compliance with the year-end closure instructions and audit requirements.</li></ul>			



- Other duties as assigned including administrative duties like :
  - Prepares processes and follows-up on administrative arrangements and forms related procurement procedures, contracts management and travel arrangements.
  - Verifies the contractors' invoices against the goods and services provided by the contractors.
  - Follows-up on the payment of contractors' invoices and monitor payments.
  - Drafts routine correspondence.
  - Support to office maintenance and assets and equipment management
  - Maintains files of rules, regulations, administrative instructions and other related documentation.

#### QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

- Bachelor's Degree in Economics, Accounting, Finance, Public Management or Business Administration as minimum requirement or equivalent academic or professional training.
- To have a minimum of 3 years of related experience, especially in accounting, finance and administrative and operational aspects of administration and finance.
- Strong 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 in grant agreements would be an advantage.
- International experience, particularly in multi-national and international organizations would be an advantage.
- Proficiency in English (reading, writing and speaking).
- 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: [recruitmentfo@ufmsecretariat.org](mailto:recruitmentfo@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 **October 24<sup>st</sup> October, 2013 (midnight, European time, GMT+1).**



Union pour la Méditerranée  
Union for the Mediterranean  
الإتحاد من أجل المتوسط

Protection of personal data - Privacy notice

*The UfMS as the body responsible for organizing the selection process will ensure that Candidates' personal data are processed with greatest care and confidentiality. This applies in particular to the security of such data. Personal data shall be processed solely for the purpose of the selection procedure.*

*Candidates are free to give their data on voluntary basis, although failure to respond with any further information requested will exclude the concerned candidate automatically from the recruitment procedure. Thus, Candidates give an explicit consent by submitting their candidatures for their processing, which constitutes a complimentary ground for lawfulness of data processing, notably with regard to sensitive data.*

*Should any Candidate have any query concerning the processing of his/her personal data, he/she shall address it to the following address: [hr@ufmsecretariat.org](mailto:hr@ufmsecretariat.org)*