



CALL FOR CANDIDATURES: Contracts and Finance Short term Analyst/Assistant

UfM/ST/2023/006

1. Subject:

The UfM Secretariat is seeking to incorporate an Analyst/Assistance for its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

| Job description –Grants and funds management Analyst | | | |
|--|--|--------------------------------------|---------------------------------|
| Job Title: | Contracts & Finance Assistant or Analyst depending on experience | Reports to: | Head of Finance & Contract Unit |
| Division: | Legal an Administration | | |
| Gross amount | Euro 36.000 to 43.000 depending on experience | Type of Contract and Duration | Temporary (6 months) |
| SUMMARY | | | |
| <p>Under Supervision of the Head of Finance and Contracts, the Contracts and Finance assistant will be responsible to support the provision of financial and administrative services in the Admin and Legal Department ensuring high quality, accuracy and consistency of work.</p> <p>More specifically she/he shall support all contractual, administrative and financial tasks related.</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 | | | |
| <ul style="list-style-type: none">• Using specific IT tools to help with the implementation of accounting and financial systems• Process request of commitments and request of payments according to internal rules and procedures and participate in carrying out the day to day financial and contractual transactions and maintains records on financial accounts and related filing and archiving documentation as required.• Assist in planning and managing public procurement procedures (calls for proposals, calls for tenders, contracts)• participating in cash management and/or bank reconciliation• supporting accounting methods and the financial management of revenue• Backstop for other staff, particularly during absences• At year-end, assist in the collection and verification of data in compliance with the year-end closure instructions and audit requirements. | | | |



Other contractual and administrative duties as assigned supporting the Department of Administration

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

Academic background:

A university degree in accounting, business administration, or related field.

Professional requirements:

Job-related experience: at least 1 year.

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. Confidentiality
- **Team Orientation:** Ability to work co-operatively and effectively with others in an international, multi-cultural environment. 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.
- **Delivering quality and results:** Ability to work in a proactive and autonomous way and ability to identify user's needs; eye for detail and accuracy are required.

LANGUAGES

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:

To apply, you need to complete the [application form on the website](#) and include the following information and documents:

- A **detailed curriculum vitae in English (pdf version only)** clearly elaborating educational and professional experience relevant for the position. **Please note it is mandatory to choose a file name that includes your name i.e. "name-surname-cv".**

- A **motivation letter in English (pdf version only)** including a clear mention of the profile applied for and full postal address. **Please note it is mandatory to choose a file name that includes your name i.e. "name-surname-cover letter".**

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 **30th September 2023 (midnight, European time, GMT +1)**.



4. Selection Process

Complete applications are evaluated in terms of experience, education and skills. The Selection process for eligible candidates consists of a competency-based interview. Based on the selection process progress, an additional selection step might be added.

5. Conditions

Based on candidates' qualifications and experiences, the UfM Secretariat reserves the right to appoint the selected candidate at a lower grade and/or step than the ones advertised in the above call for candidatures.

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 her/his personal data, she/he shall address it to the following address: hr@ufmsecretariat.org.