



## CALL FOR CANDIDATURES: Planning and Monitoring Analyst - UfM/FT/2023/010 (Internal Call)

### 1. Subject:

The UfMS is seeking to incorporate a **Planning & Monitoring Analyst** at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job Description			
<b>Job Title</b>	Planning and Monitoring Analyst	<b>Reports to</b>	Head of Finance and Contracts
<b>Division/ Department</b>	Legal & Administration	<b>Staff Category Conditions</b>	Contracted Staff <b>Post Classification:</b> CS3 Analyst <b>Gross Salary:</b> 43.000 Euros 6 months' probation period.
<b>SUMMARY</b>			
<p>Under Supervision of the Head of Finance and Contracts, the Finance, Planning &amp; Monitoring Analyst 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>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 and shall abide by security policies, administrative instructions, plans and procedures of the UfMS.</p>			
<b>PRIMARY RESPONSIBILITIES</b>			
<ul style="list-style-type: none"><li>• Compile and analyze contractual and financial information;</li><li>• Develop and operationalize tools to coordinate Finance and Contracts activities;</li><li>• Interact on financial and contractual matters with UfM Divisions and Departments and develop related tools mechanisms;</li><li>• Contribute to handle financial data and reports for the organization financial and reporting systems;</li><li>• Analyze and review budgets and expenditures for contracts;</li><li>• Contribute to prepare entries to accounts, such as general ledger accounts, and document business transactions and contribute in preparing accounting statements and monthly closing and cost accounting reports;</li><li>• Process requests of commitments and request of payments according to internal rules and procedures and participate in carrying out the day-to-day financial transactions and maintains records on financial accounts and related filing and archiving documentation as required;</li><li>• Monitor financial agreements and contributions received; organize and maintain contribution/agreements files; manage information-tracking processes regarding acknowledgement, recognition, ongoing communications with the donors.</li><li>• Prepare and deliver treasury reports (cash balances, cash projections, etc.); monitor and control the flow of cash coming into and going out of the organization; manage the opening and closing of the bank accounts.</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><li>• Conducts training to build capacity of the finance and non-finance staff in financial systems, policy, procedures and compliance requirements.</li></ul>			
<b>Other contractual and administrative duties as assigned supporting the Department of Administration</b>			



#### QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

##### ESSENTIAL MINIMUM REQUIREMENTS

- Be a national of a member state of the UfM;
- University degree (Master or equivalent) in Economics, Finance, Business Administration, law, International Relations or equivalent as minimum requirement.
- Minimum 5 years of related experience in finance, auditing, accounting, or financial monitoring.
- Excellent computer skills and excellent command of Microsoft Office®;

##### DESIRABLE QUALIFICATIONS

- Further experience in working within an international environment, ideally a public organization dealing with international cooperation and/or multinational private sector;
- Experience in working closely with bilateral cooperation including donors, development institutions;
- Experience in spreadsheet: create, manipulate, and analyse spreadsheets including data entry, charts and graphs, and applying formulas.
- Excellent team working and communication abilities;
- Ability to work under pressure and to tight dead-lines;
- Highly detailed-oriented.

#### LANGUAGES

Minimum Requirements: Excellent level of at English and Spanish.  
Knowledge of other languages of UfM countries is considered an advantage.

## 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 include 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 **20<sup>th</sup> November 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 **test**. 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



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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](mailto:hr@ufmsecretariat.org).*