



CALL FOR CANDIDATURES:

Assistant, Finance and Contracts Internal Call

UfM/FT/2024/04

1. Subject

The UfM Secretariat is seeking to incorporate a Finance and Contracts Assistant for its headquarters in Barcelona. Below is the 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
Division:	Legal & Administration	Staff category and conditions:	Contracted Staff as per Staff Regulations and Implementing Rules of the Staff Regulations Grade: CS4.2 Assistant Gross Annual Salary: 36.000 €
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. 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">• 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.• Assist in managing public procurement procedures and related requests.• Use internal IT tools to help with the implementation of accounting and financial systems (data entry, processing cases, monitoring dossiers in process, etc.).• Participate in cash management and/or bank reconciliation.• Support the preparation of periodic closures, budget monitoring and financial statements.			



- 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 to support the Legal and Administration Department, as required by the line manager and that follows under the corresponding responsibilities.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCES

Minimum Requirements

- Currently be a member of the UfM Staff;
- University (Bachelors) degree in accounting, business administration, law or related field;
- At least 2 years of professional experience in the field;
- Ability to handle information, written and oral, in an authoritative and secure manner, employing appropriate technologies and processes.
- Ability to work co-operatively and effectively with others in an international, multi-cultural environment including information sharing and mutual help.
- 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.

Desirable Knowledge and Experience

- Knowledge of and/or experience in one or more of the Euro-Mediterranean countries;
- Proven capacity to work in a multicultural geographical area, being able to recognize and understand the diverse political, human development and social environments and to accommodate pragmatically and tactfully the activities of the institution to those different environments.

LANGUAGES

- Excellent proficiency and fluency in English, both orally and written.
- Good command in one other UfM working language (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 **11th February 2024 (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.