



CALL FOR CANDIDATURES:

Finance and Accounting Officer, Legal & Administration Department

UfM/PT/2024/11

1. Subject

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

JOB DESCRIPTION			
Job Title:	Finance and Accounting Officer (senior position)	Reports to:	Head of Unit Finance & Contracts
Division / Department:	Legal & Administration Department	Staff category and conditions:	Contracted Staff as per Staff Regulations and Implementing Rules Post Classification: CS.3.2 Officer Gross Salary: 27995 Euros annual Part time : 20 hours a week (equivalent full time 52492 Euros)
SUMMARY			
<p>Under Supervision of the Head of Finance and Contracts, the Finance and Accounting Officer will be responsible for preparing financial reports and maintaining records of assets, liabilities, revenue and expenditure, payments and other financial activities. She/he conducts regular checks of the internal controls, leads the preparation of the monthly accounts closure of the operation, and ensures that disbursements are in accordance with the budget in compliance with UfMS financial regulations and policies. She/he will perform accounting tasks and back up the team when required.</p> <p>The candidate should be proactive, flexible and able to organize their work independently with a strong sense of responsibility and commitment. Being able to adjust to multiple tasks under at times very tight deadlines is essential.</p>			
PRIMARY RESPONSIBILITIES			
<p>Monitoring</p> <ul style="list-style-type: none">Oversee the validation of transactions and review financial procedures, providing recommendations and implementing necessary changes. Analyse revenue and expenditure to recommend budget appropriations and ensure expenditure control.			



- Analyse and review budgets and expenditures for contracts, and grants.
- Assist the Grants Analyst/Officer in reviewing budget proposals of grantees and sub-contractors. Also, Assist in the financial reporting and audit procedures of grantees.
- Ensure all expenses are within the assigned project budget and verify the completeness of all required supporting documentation.
- Identify and provide feedback and suggestions to management related to improvements to the policies, procedures, processes and financial systems and related programs.

Reporting and Auditing

- Perform finance analysis and reporting tasks. Analyse financial information and prepare financial reports by compiling information, preparing statements, and utilizing appropriate accounting control procedures according to the EU regulations and/or Financing Agreements.
- Recommend, develop and maintain financial databases, computer software systems and manual filing systems. Supervise the input and handling of financial data and reports for the organization's automated financial systems.
- Prepare and coordinate financial audit.
- Ensure timely and effective follow-up to audit observations and recommendations.

Budgeting

- Collaborate Divisions/departments to develop the annual budget and ensure they're followed.
- Ensure all budgets and financial processes align with organization policies, regulations and their respective financial agreements
- Evaluate budget proposals and financial requests.
- Forecast financial needs throughout the year.

Accounting

- General accounting tasks, including reconciling and maintaining accounts and general ledger operations, preparing journal entries, preparing monthly closing and account/bank reconciliations.
- Resolve accounting discrepancies.
- Prepare and review revenue, expense, payroll and invoices entries and other accounting documents.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Ensure timely and accurate mid-term and year-end closure of accounts, including bank reconciliation, and submit reports as per prescribed deadlines.
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues. Explain billing invoices to staff and vendors.
- Prepare payments and bank transfers.

Other financial and administrative duties as assigned supporting the Legal and Administration Department.



QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

Minimum requirements:

- Be a national of a member state of the UfM;
- University Degree (Master or equivalent) Business Administration, Public Administration, Finance, Economics or professional training is required
- Minimum 10 years of experience in a Finance/accounting department, 5 years as a minimum relevant to the duties described above in Finance, Accounting, Budgeting, and Cost control principles including Generally Accepted Accounting Principles.
- Ability and experience in analysing financial data;
- Strong ability to meet deadlines;
- Excellent writing skills in English;
- Excellent computer skills and ability to work independently using Microsoft Office tools;

Desirable requirements:

- 3 years' experience in working within an international environment, ideally a public organization dealing with international cooperation and/or multinational private sector;
- Knowledge and/or work experience in Mediterranean countries is an advantage;
- Excellent team working and communication abilities;

Ability to deal with discretion with confidential and sensitive dossiers;

LANGUAGES SKILLS REQUIREMENTS:

Full proficiency in English and Spanish is mandatory. Proficiency in another UfM language (Spanish, French or Arabic), would be an 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.



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3. Submission Date:

Complete applications must be submitted by **13 October 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.