



## CALL FOR CANDIDATURES:

### Head of Unit-Finance and Contracts

#### Finance, Legal & Administration Department

UfM/FT/2025/07

#### 1. Subject

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

JOB DESCRIPTION			
<b>Job Title:</b>	Head of Unit Finance and Contracts	<b>Reports to:</b>	Deputy Director of Finance, Legal and Administration Department
<b>Division / Department:</b>	Finance, Legal & Administration Department	<b>Staff category and conditions:</b>	<b>Contracted Staff as per Staff Regulations and Implementing Rules</b>  Post Classification: <b>CS2. 3, Step 1</b> , Gross Salary : <b>61,200 Euros</b>
SUMMARY			
<p>The Head of Unit for Finance and Contracts manages the activities and team of the Finance &amp; Contracts Unit, ensuring alignment with sound financial management principles, legality and regularity of operations, and the UfM's internal control framework. The position oversees operational and strategic financial functions including budgeting, accounting, treasury, procurement, and financial reporting. It ensures appropriate segregation of duties and contributes to internal control mechanisms. The role involves direct collaboration with the Accounting Officer and other relevant stakeholders to safeguard the organization's financial integrity and ensure effective resource use in support of the Secretariat's strategic goals.</p>			
PRIMARY RESPONSIBILITIES			
<p><b>Management and Coordination:</b></p> <ul style="list-style-type: none"><li>• To assist and advise the Deputy Director of Administration and the organization on all Finance &amp; Contracts matters.</li><li>• Provide strategic oversight of Treasury, Procurement, Accounting, Planning and</li><li>• Monitoring, including implementing effective internal control systems.</li><li>• Manages long-term financial planning processes.</li><li>• Ensures the proper management of the Finance and Contracts Unit, ensuring the identification of the needs of the Units and requirements to achieve its objectives.</li><li>• Ensure task distribution, set priorities and objectives for Unit staff and manage their performance.</li></ul>			



- Lead long-term financial planning and annual budgeting processes.
- Partner with the Accounting Officer to coordinate interconnected financial and accounting processes.
- Promote cross-functional collaboration, through regular consultations with other units and Divisions.
- Foster a result-oriented, accountable, and client-focused work environment.
- Other duties assigned by the Deputy Director of Legal & Administration.

#### **Financial Systems and Compliance:**

- Oversee the implementation of financial rules and procedures in compliance with UfM's financial regulations.
- Ensure the conformity of financial activities and operations with applicable contractual and legal obligations.
- Implement principles of accounting and internal controls in line with IFRS or IPSAS standards.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Supervise data entry and the integrity of financial information systems.
- Coordinate internal and external audits, ensuring prompt implementation of audit recommendations.
- Implement early warning mechanisms and periodic alerts to highlight budget variances or emerging spending risks.

#### **Budgeting and Financial Analysis:**

- Coordinate with Divisions/Departments on the preparation and monitoring of budgets and financial plans.
- Analyze and review expenditures and contracts and grants from a financial perspective in conjunction with relevant Divisions/Departments.
- Provide financial projections and recommendations to ensure budgetary discipline.
- Develop the annual operating budget and consult and in collaboration with departmental management on the fiscal aspects of program planning, salary recommendations, and other administrative actions.
- Maintain and disseminate clear budget visibility and availability by sharing up-to-date budget data and forecasts to internal stakeholders.

#### **Financial Reporting and Monitoring:**

- Ensure effective security and control and reporting of funds and expenditures, allocated to the organization and all necessary internal and external administrative functions related to the efficient expenditure, supported by accurate documentation.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and oversee all transactional records.
- Coordinates the preparation of financial statements, financial and periodic informative reports and ad-hoc reports.
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Develop and manage robust cash flow forecasting tools.



#### QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

##### **Academic Background:**

- University degree(s) in Finance, Accounting, Business Administration, or Auditing. A Master's degree in a related field is required.

##### **Professional Requirements:**

- A Minimum of 8 years of relevant experience relevant in finance, accounting budgeting, or contracts management, specifically within international organisations and/or international development agencies.
- Proven experience in financial accounting and production of financial statements is mandatory.
- Solid knowledge of and proven experience applying IFRS or IPSAS accounting standards.
- Experience in auditing is considered a strong asset.
- Minimum 5 years of experience managing Projects, Finance and Contracts, and Team supervision.
- Experience in managing procurement and contracts with service providers.
- Familiarity with International Financial Regulation and EU Regulatory frameworks.
- Demonstrated ability to develop and implement policies and manage unit-level operations.

##### **Competencies:**

- Excellent team management, communication, negotiation, and problem-solving skills.
- Proven ability to manage staff, empower others, communication and foster collaboration across departments.
- Strong analytical skills and ability to make sound judgements while strictly complying with impartiality and confidentiality obligations.
- Proven ability to deliver results under pressure and to manage multiple priorities.
- Capacity to translate feedback into improvements and foster a client-focused, results-oriented work environment.
- Ability to reprioritize and adapt tasks to ensure timely delivery and address resource constraints

##### **Additional desirable experience and competencies:**

- Knowledge and/or work experience in Mediterranean countries is an advantage

#### LANGUAGES SKILLS REQUIREMENTS:

- Full proficiency in English and in another working language of the UfM (Arabic or French).
- Knowledge of Spanish is considered an asset but not required.

## **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 **3 August 2025 (midnight, European time, GMT +1)**.

### 4. Selection Process

Complete applications are assessed based on relevant experience, educational background, and required skills. Eligible candidates will undergo a selection process that includes competency-based interviews and may also involve technical tests.

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