



CALL FOR CANDIDATURES:

Finance and Accounting Officer (Senior Position)

Finance, Legal & Administration Department

UfM/ST/2026/01

1. Subject

The UfM Secretariat is seeking to incorporate a **Finance and Accounting 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 Finance and Contracts
Division / Department:	Finance & Contracts Unit/ Finance, Legal & Administration Department	Staff category and conditions:	-Contracted Staff as per Staff Regulations and Implementing Rules -Short-Term Contract of 6 months , renewable, with 1 month probation period (<i>the possibility of extension is subject to positive performance, applicable regulations and budget appropriations</i>) -Post Classification : CS.3.3.1 Officer - Annual Gross Salary : 48,701 Euros
SUMMARY			
Under the supervision of the Head of Finance and Contracts, the Finance and Accounting Officer will support in accounting and financial operations, including maintaining accurate financial records, preparing and posting accounting entries, and contributing to the monthly and annual closing of accounts. The role ensures that financial transactions and payments are processed in compliance with UfM financial regulations and applicable procedures, while monitoring budget implementation and verifying supporting documentation. The Finance and Accounting Officer will also support cash flow management, maintain relations with banking institutions, ensure compliance with tax and VAT requirements, and contribute to the preparation of internal and external audits. The position requires close coordination with other units to ensure that financial transactions are properly documented and recorded. The candidate should be proactive, flexible and able to organize his/her work independently with a strong sense of responsibility and			



commitment. Being able to manage multiple tasks under tight deadlines while maintaining accuracy and compliance with financial procedures is essential.

PRIMARY RESPONSIBILITIES

Accounting:

- Ensure that accounting records are entered and maintained in the financial system (**Microsoft Business Central**) in a timely and accurate manner.
- Prepare and post accounting entries in Microsoft Business Central, including revenue, expense, payroll and invoice entries, ensuring that all transactions are supported by appropriate documentation.
- Lead the monthly financial closing process, including review of balance sheet reconciliations, accruals, deposits, reclassifications, resolution of accounting discrepancies and bank reconciliations.
- Ensure timely and accurate mid-term and year-end closure of accounts, including bank reconciliation and submission of reports according to prescribed deadlines.

Financial Operations

- Ensure effective cashflows and available liquidity in the bank, acting as focal point for banking relations, inquiries and official correspondence with banking institutions.
- Oversee the validation of transactions and review financial procedures, providing recommendations and implementing necessary changes.
- Ensure that all expenses are within the assigned project budgets and verify the completeness of all required supporting documentation.
- Provide finance verification and validation of purchases and payment request up to his/her authorization limit.
- Ensure that tax and VAT compliance requirements, as well as banking services, are aligned with UfM and applicable government regulations before payments are processed
- Be responsible for the update on income tax, social security, VAT and other taxes
- Prepare all payments and bank transfers.

Audit and Compliance

- Lead and assist on preparation for the Internal and/or External Audits and other financial documentation revision from any external body.
- Ensure timely and effective follow-up of audit observations and recommendations.

Coordination and Support

- Liaise closely with Procurement, Administration and HR units to ensure financial transactions are accurate and properly documented.
- Ensure stored files are listed physically and electronically and kept up to date.
- Perform other duties as assigned by the Head of Finance and Contracts.



QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

Minimum requirements:

- Be a national of a **member state of the UfM**.
- University Degree (**Master or equivalent**) in Accounting, Business Administration or finance-related fields.
- **Minimum 10 years of experience** in a Finance/accounting department, **5 years as a minimum** relevant to the duties described above in Finance, Accounting and Cost control principles.
- Advanced proficiency in **Microsoft Excel**.
- Experience working with ERP accounting systems, preferably **Microsoft Business Central** or equivalent systems.
- Ability and experience in analyzing financial data and preparing financial reports.
- Strong ability to meet deadlines.
- Excellent computer skills and ability to work independently using Microsoft Office tools.

Additional desirable experience and competencies:

- 3 years of experience working in organizations engaged in **international cooperation**, such as public institutions, international organizations, or NGOs.
- Knowledge of **EU rules and procedures** regarding finance and accounting would be an advantage.
- Knowledge and/or work experience of **Microsoft Business Central ERP** software.
- Knowledge and/or work experience in Mediterranean countries is an advantage.
- Excellent team working and communication skills
- Ability to handle confidential and sensitive information with discretion.

LANGUAGES SKILLS REQUIREMENTS:

- Full proficiency in **English** and **Spanish** is mandatory.
- Proficiency in **Spanish** is required to review financial and administrative documentation issued in Spain (such as invoices, payroll records and supporting documents) and to manage operational communications with banking institutions and local service providers.
- Proficiency in another UfM language (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.

3. Submission Date:

Complete applications must be submitted by **03 April 2026 (midnight, Barcelona time – CEST, GMT+2)**

4. Selection Process

Complete applications are evaluated in terms of experience, education and skills. The Selection process for eligible candidates consists of a technical test and 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.