



CALL FOR CANDIDATURES:

Finance and Accounting Assistant

Finance, Legal & Administration Department

UfM/ST/2026/04

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 -FINANCE & ACCOUNTING ASSISTANT			
Job Title:	Finance and Accounting Assistant	Reports to:	Head of Finance and Contracts
Division / Department:	Finance, Legal & Administration Department	Staff category and conditions:	Post Classification: CS4.2 Assistant Gross Salary: 36,720 € Contracted Staff as per UfM Staff Regulations and Implementing Rules (Short-Term Contract of 12 months, with 1 month probation period)
SUMMARY			
Under supervision of the Head of Finance and Contracts, the Finance and Accounting Assistant will be responsible of supporting the provision of financial, contractual and administrative services in the Finance, 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.			
PRIMARY RESPONSIBILITIES			
<ul style="list-style-type: none">• Prepare and arrange for the payment process, deal with the bank, invoices and settlement to be compliance with internal rules and donor rules and regulations.• Follow up for accounts receivable, payable and bank statement reconciliation and keep track of working advances and report delays in clearing of advances.• Performing monthly reconciliations before closing the monthly accounts, prepare and managing bank reconciliations and monthly bank statements.			



- Ensure all financial files are complete and up to date including National Social Security and Taxes.
- 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 maintaining the monitoring of financial tools available to effectively manage reporting requirements.
- Assist in collecting and reviewing financial documentation – supporting documents such as invoices, financial reports, travel expenses claims, etc.
- Support the preparation of periodic closures, budget monitoring and financial statements.
- 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 gathering data from the financial system, troubleshooting and identifying delayed cases and requests pending, and liaising with relevant departments to prompt action.
- Assist in managing public procurement and grant procedures and related requests.
- Handle the submission of internal dossiers (both electronic and in paper) for in-house validation circuits. Liaise with external stakeholders – Donors, providers, etc – as required.
- 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 Finance, Legal and Administration Department, as required by the line manager and that follow under the corresponding responsibilities.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

Academic Background:

- University (Bachelors) degree in accounting, business administration, law or related field;

Professional Requirements:

- Minimum of 3 years professional experience in a multicultural environment, including 2 years in a comparable position in the field of administration, accounting, financial management or auditing.
- 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.

Additional desirable experience and competencies:

- 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.
- Previous experience in project management financial cycle.

LANGUAGES SKILLS REQUIREMENTS:

- Excellent proficiency and fluency in English, both orally and written.
- Good command in one other UfM working language (Arabic, French or Spanish).

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 **22 May 2026 (midnight, European time, 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 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.