

Union for the Mediterranean – Call for Candidatures Ref. UfM/FT/2026/08

Job Title:	Head of Unit - Finance & Contracts
Ref.	UfM/FT/2026/08
Department / Division /Unit	Finance & Contracts /Finance, Legal & Administration Department
Reports to:	Director of Administration
Post Classification/ Grade:	CS2. 2, Step 1 (Head of Unit)
Annual Gross Salary :	69,358 Euros
Contract Type	Contracted as per Staff Regulations and Implementing Rules

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

Summary

The Head of Finance manages the activities and teams of three Units: **Finance, Procurement & Contracts, and Grants & Funds Management**. The position provides operational leadership across these functions, translates organisational financial priorities into operational plans, allocates resources effectively, and ensures the timely and accurate delivery of financial, procurement, contractual, and grants and funds management services.

The role oversees budgeting, accounting, treasury and cash management, financial reporting, procurement, contracts, and grants and funds management in accordance with sound financial management principles, the legality and regularity of operations, applicable financial rules and donor requirements, and the UfM's internal control framework. It ensures appropriate segregation of duties, monitors financial performance, risks and service quality, and promotes continuous improvement.

Working closely with the Accounting Officer and other relevant stakeholders, the Head of Finance provides financial advice and reporting to the Director of Administration and senior management, safeguards the organisation's financial integrity, and supports the effective use of resources in line with the Secretariat's strategic objectives.

Key Responsibilities

Strategic Financial Leadership & Planning

- Advise the Director of Administration and senior management, as appropriate, on Finance and Contracts matters, including financial planning, budgetary discipline and resource allocation
- Lead long-term financial planning and annual budgeting processes and develop and implement financial strategies aligned with the UfM's priorities and strategic objectives.
- Provide strategic oversight of Treasury, Procurement, Accounting, Planning and Monitoring functions, including the implementation of effective internal control systems.
- Translate organisational financial priorities into the Unit's work programme and operational delivery.

Team Leadership & Operational Management

- Manage the Finance and Contracts Unit, identify its staffing and operational needs, allocate available resources effectively and ensure the timely and accurate delivery of financial services.
- Lead, develop and supervise Unit staff, distribute tasks, establish priorities, objectives and performance expectations, manage staff performance and support their professional development.
- Foster a results-oriented, accountable and client-focused working environment, monitor service-level performance and initiate corrective action where required to strengthen team effectiveness and service quality.
- Partner with the Accounting Officer to coordinate interconnected financial and accounting processes and ensure the timely provision of accurate information.
- Promote cross-functional collaboration through regular consultation with other Units, Departments and Divisions, including on matters requiring coordinated management action.

Financial Systems, Internal Controls & Compliance

- Oversee the implementation of financial rules, policies and procedures in compliance with the UfM's financial regulations, delegated authorities and internal control and legal framework.
- Ensure that financial activities and operations comply with applicable contractual and legal obligations.

- Implement accounting and internal control principles in accordance with IFRS and/or IPSAS accounting standards.
- Monitor and review accounting and financial-system reports for accuracy and completeness, and oversee data-entry controls and the integrity of information recorded in the financial information systems.
- Coordinate internal and external audits and ensure the timely implementation of audit recommendations.
- Implement early-warning mechanisms to identify budget variances, emerging expenditure risks and potential compliance or reporting delays, and initiate appropriate corrective action.

Budgeting & Financial Analysis

- Coordinate with Divisions and Departments on the preparation, monitoring and analysis of budgets and financial plans.
- Analyse and review expenditure, contracts and grants from a financial perspective, in coordination with the relevant Departments and Divisions.
- Provide financial projections and recommendations to ensure budgetary discipline and cost-effective resource utilization.
- Develop the annual operating budget in consultation with departmental management on the financial aspects of programme planning, salary recommendations and other administrative actions
- Maintain clear and up-to-date visibility of budget availability by providing relevant internal stakeholders with current budget data, expenditure information and financial forecasts.

Treasury & Cash Management

- Oversee treasury operations, including cash management, banking arrangements, receipts and payments, ensuring the security of organisational funds and the application of appropriate financial controls.
- Manage institutional relationships with banks and oversee the administration of bank accounts and banking services, including the maintenance of authorised signatory mandates, user access rights and required banking documentation, in accordance with applicable rules and approvals.
- Ensure that banking transactions, payments and transfers are processed securely and promptly, in accordance with the approved authorisation matrix, signatory mandates, segregation-of-duties requirements and dual-control procedures.
- Develop and manage robust cash-flow forecasting tools to support liquidity planning and financial decision-making.

Accounting, Financial Reporting & Monitoring

- Oversee accounting operations and all transactional records, ensuring the completeness, accuracy and integrity of the general ledger.
- Compile and analyse financial information and ensure the accurate preparation and posting of entries to accounts.
- Ensure the effective control and accurate reporting of organisational funds and expenditure, with all transactions supported by complete and appropriate documentation.
- Coordinate the preparation of financial statements, periodic financial reports and ad hoc reports for internal and external stakeholders.
- Prepare and review budget, revenue, expense, payroll entries, invoices and other accounting documents, ensuring their accuracy, completeness, appropriate supporting documentation and compliance.
- Ensure the timely completion and independent review of bank reconciliations and the prompt investigation and resolution of any discrepancies.
- Coordinate financial reporting to donors and ensure compliance with applicable grant agreements and donor requirements.

Stakeholder Engagement & Collaboration

- Communicate financial information clearly and professionally to senior management and relevant organisational stakeholders.
- Build and maintain productive relationships with internal colleagues, donors, auditors, service providers and other external partners on financial and contractual matters

Continuous Improvement & Risk Management

- Monitor financial risks and reporting timelines and initiate corrective action to safeguard compliance and the timely delivery of financial reporting.
- Identify and implement opportunities to improve financial processes, increase efficiency and strengthen internal controls through the application of recognised good practices.

Additional Functional Activities

- Ensure that the Unit's activities are aligned with organisational priorities and effectively coordinated with other Units.
- Promote knowledge-sharing within the Finance & Contracts Unit and ensure that key financial processes, working practices and lessons learned are properly documented and retained.
- Encourage the consistent application and sharing of documented financial procedures, institutional knowledge and good practices across relevant Units and, where appropriate, throughout the Secretariat to support continuous improvement.

- Contribute to Secretariat-wide digitalisation initiatives from a Finance perspective by defining and documenting finance-related business and process requirements, supporting the implementation and testing of new or upgraded systems, and coordinating finance-related process and data migration to safeguard operational continuity, data integrity and appropriate internal controls.
- Carry out any other duties assigned by the Director of Administration within the scope of the position's responsibilities and competencies.

Role Requirements

Eligibility	• Be a national of a UfM Member State (https://ufmsecretariat.org/who-we-are/member-states/)
Educational Background	• Candidates must hold both (i) a Bachelor's degree or equivalent qualification and (ii) a Master's degree or equivalent qualification. • At least one of these qualifications must be in Finance, Accounting, Business Administration, Auditing or a closely related field. • Professional accounting qualification such as Certified Chartered Accountant (e.g., ACCA, CPA, CA, or equivalent internationally recognized titles) is highly desirable.
General & Managerial Experience	• Overall professional experience: A minimum of 14 years of progressively responsible professional experience relevant to the duties of the position, covering several of the following areas: finance, accounting, budgeting, treasury, financial reporting, procurement, contract management, and grants and funds management. • Senior managerial and leadership experience: At least 8 years of this experience must be at senior managerial or leadership level in roles of comparable scope, with accountability for complex financial operations and budgets, direct line-management responsibility for finance teams, and experience leading multidisciplinary teams. • Institutional experience: Proven experience within one or more of the following institutional environments: international organisations; European Union institutions, bodies or agencies; international development agencies; national public administrations; institutional donors; organisations managing donor-funded programmes or operations; or other comparable institutions operating in in any of the following contexts : EU-related, public-sector, international-development or donor-funded context
Specific Professional Experience	• Proven experience in financial accounting and the preparation of financial statements is mandatory. • Solid knowledge of, and proven experience in applying, IFRS and/or IPSAS accounting standards. • Demonstrated experience in budget formulation and execution, financial planning, treasury and cash management, financial reporting, and internal control systems. • Experience managing procurement processes and contracts with service providers. • Demonstrated experience in grants and funds management, including the financial monitoring of grants and reporting to institutional donors. • Knowledge of, and practical experience in applying, the Practical Guide to Contract Award Procedures for European Union External Action (PRAG), particularly in procurement, contract-award and grant-award procedures. • Experience working within international and EU financial and regulatory frameworks applicable to institutional and donor-funded operations. • Demonstrated ability to develop and implement financial policies and procedures and manage Unit-level operations. • Experience identifying and monitoring financial risks and implementing appropriate corrective measures. • Experience coordinating internal and external audits and following up on audit recommendations is a strong asset.
Additional desirable experience	• Knowledge of and/or professional experience in Mediterranean countries is an advantage.
Language Requirement	• Full proficiency in written and spoken English and in at least one other working language of the UfM—Arabic, French or Spanish—is required.

Competency Requirements

- Excellent leadership and people-management skills, with the ability to set direction, manage performance, empower staff and build effective teams.
- Excellent communication, interpersonal and negotiation skills, with the ability to communicate complex financial matters clearly and foster collaboration across Units and Departments.
- Strong analytical and problem-solving skills, with the ability to exercise sound judgement.
- High standards of integrity, accountability, impartiality and confidentiality.
- Proven ability to deliver results under pressure, manage and reprioritise multiple priorities, and allocate available resources to ensure timely delivery.
- Ability to lead change, translate feedback and lessons learned into improvements, and foster a client-focused and results-oriented working environment.

Submission of applications:

Details

- 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.
- Applications must be submitted exclusively through the application portal on the UfM website. Please do not contact UfM Departments, Divisions, Units, members of the Selection Panel or individual staff members directly regarding your application or the selection process.
- Due to the high volume of applications, the HR Unit is unable to provide individual feedback and may not be able to respond to every query. Only shortlisted candidates will be contacted regarding the next steps of the selection process.
- In case you experience a technical issue while submitting your application, please send an email to hr.recruitment@ufmsecretariat.org. Kindly include the position title in the subject line and attach your CV and Cover Letter in English. Please make sure to briefly explain the issue you encountered in your message, as we may not be able to process your application without this information.

Submission Date

- Complete applications must be submitted by **12 October 2026** (midnight, Central European Summer Time – CEST, GMT/UTC+2).

Selection Process

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

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.