



IOM Greece CALL FOR APPLICATIONS

Reference Number : **GRCFA24-117**
Position Title : **Finance and Budget Associate (Implementing Partner)**
Duty Station : **Athens, Greece**
Type of Appointment : **Special Short-Term Ungraded Contract**
Closing Date : **26 August 2024**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

In Greece, IOM is focusing on responding to the Mediterranean migrant's crisis, in support of the Greek Government and in cooperation with all other agencies involved. IOM currently implements interventions within the areas of emergency, preparedness and response, disaster risk reduction, livelihoods, healthcare and psychosocial assistance, assisted voluntary return of migrants, migration and development, resettlement and repatriation, family reunification, counter human trafficking, assistance to vulnerable migrants.

Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Senior Regional Resource Management Officer and the direct supervision of the National Budget Officer, the successful candidate will be responsible and accountable for the conduction of expenditures verification provided by the Implementing Partners (IPs).

Core Functions / Responsibilities:

A. Overall duties:

1. Ensure that the provisions from Special Conditions are applied by the IPs.
2. Create a common reporting framework for all the implementing partners and ensure that changes are applied.
3. Provide support for the external and internal IOM auditing and respond to audit queries.
4. Provide guidelines for the type of supporting documents following the cost claims.
5. Assist with the preparation, printing and filing of the approved drafts of the final financial IP audit report. Provide the IP with capacity building, to ensure that can achieve the goals and deliver the objectives of Agreement.

6. Provide appropriate training and support to partners to assist them with the financial management of their grant and the completion of financial reports.
7. Liaise with IOM staff and a wide range of organizations to support and maintain positive client relationships.
8. Provide guidance/trainings for new staff members in the financial management of grants.

B. Financial verification of Implementing Partner expenditures duties:

1. Assist with reviewing the Financial Report by counterchecking the data with the certified physical and electronic copies, as well as that all the supporting documents (memo's, vouchers, timesheets, purchase orders etc.) are eligible for the Action.
2. Assist with reviewing all data and ensuring that are included in the proper eligible period & recorded in the appropriate budget heading and budget code.
3. Assist with reviewing all data are in reconciliation with the applicable tax and social legislation considering the Partner's privileges and immunities
4. Assist with reviewing the accuracy and reliability of all calculation and recalculation performed by the IP.
5. Report on non-compliance and financial irregularities.

B. Specifically:

1. Verification of personnel costs- salaries, social security contributions, staff insurance costs, time management, as well as other statutory costs included in the remuneration and required by the Greek Government for national partners.
2. Verification of office costs- such as travel costs, rent, utilities, communications, office supplies, etc.
3. Verification of operational costs – such as transportation expenses, financial support to beneficiaries, cost of infrastructure in the field, trainings, as well as expenditures following the approved IP budget.
4. Verification of subcontracting costs such as obtaining from the IP list of costs are declared in the category Subcontracting and confirm that the total amount resulting from the list of items corresponds to the amount declared in the financial statement(s).
5. Ensure that supporting documentation proves that the procurement procedures set in the IP Agreement are followed. Review the internal procurement procedure of IP to confirm that the procedure has been correctly applied when selecting the supplier for the sampled good or service.
6. Ensure that the updated asset list in relation to the procurements subject to the IP Agreement is provided monthly.

C. Payment processing to the Ips

1. Following IP timeline for the implementation of the activities prepare milestones for the funding disbursements.
2. Ensure that the funding disbursement to the IPs are in accordance with set contractual obligations.
3. Preparation of the financial report for a specific implementation period, as indicated in the signed Agreement.
4. Preparation and approval of the Budget Monitoring concerning the up-to-date budget consumption, instalments performed, up to date percentage of time spending consumption etc.
5. Assist with the preparation of invoices, payment requests and goods receipt in accordance with the Financial Terms of the Project Implementation Agreement in order to process the payment to IPs.
6. Perform such other related duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Economics, Finance, Accounting, Business Administration or a related field from an accredited academic institution with minimum five years of relevant professional experience; or
- High school degree/certificate with minimum seven years of relevant professional experience.

Experience and Skills

- Previous experience in a similar function a distinct advantage;
- Knowledge of National expenditure eligibility rules for NSRF and AMIF programs;
- Good knowledge of labour tax and Greek Accounting Standards;
- Demonstrated ability to review a variety of data, identify and adjust data discrepancies, identify and resolve operational problems;
- Knowledge of IOM accounting systems, SAP (PRISM-FI) software and procedures a distinct advantage;
- Experience in working in a multi-cultural environment preferred;
- Computer literacy in standard software applications, especially MS Office applications (Word, Excel, Power Point, Outlook);
- Ability and willingness to learn new software systems/ programmes;
- Excellent time management skills with a strong adherence to schedules and deadlines;
- Strong work ethics and commitment to humanitarian principles;
- Excellent analytical, numerical and organizational skills, with a service and project-oriented approach;
- Good understanding of project Management and client deliverables would be an advantage;
- Commitment to discretion, confidentiality and ability to foster trusting relationships and effective collaboration.

Languages

Fluency in **English** and **Greek** (written and oral) is required.

Required Competencies

IOM's competency framework can be found at this [link](#).

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies – behavioural indicators

- **Leadership:** provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

Other:

IOM is committed to a diverse and inclusive environment.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Greece will be eligible for consideration.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable.

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

How to apply:

Interested candidates are invited to submit their application including **a cover letter, CV and a completed Personal History Form in English by email to: GRHRAPPLY@iom.int**, specifying the vacancy reference number **GRCFA24-117 and full name** in the subject line.

Please click this [link to access the Personal History Form](#) (four pages).

Due to the volume of applications received, IOM Greece Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 05 August 2024 to 26 August 2024