

Vacancy note for Accounting and Finance Manager (AFM)

The Partnership on Research and Innovation in the Mediterranean Area (PRIMA) has been established on the basis of Article 185 TFUE in collaboration with the Participating States and the European Commission. PRIMA aims to support common innovative solutions and promote their adoption for improving the efficiency and sustainability of food production systems and water provision. PRIMA Programme is being implemented through an ad-hoc structure, a private Foundation under Spanish Law.

Responsibilities

AFM has to ensure the proper financial management and correct accounting practice. AFM shall deal with the tasks delegated to him/her independently, actively and on his/her own responsibility.

AFM has to prepare to deadline and circulate financial reports, annual planning and budgets. All internal and external financial auditing shall be organised and prepared and all queries of the auditors be resolved.

In particular, the main duties of AFM are the following:

1. Financial Reporting

- Ensure timely and accurate preparation of relevant European Commission (EC) reports and other donor financial reports.
- Prepare and present the annual statutory accounts to the PRIMA Foundation's Board of Trustees with the accompanying independent auditor's report.
- Ensure the annual financial statements, including the EC cost statements, are prepared based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgements and estimates, and in accordance with International Financial Reporting Standards on a going concern basis.
- Prepare and obtain the signature of PRIMA Foundation's Director on the annual EC management declaration and compliance statement confirming that:
 - ✓ The expenditure statements are properly presented, complete and accurate.
 - ✓ The expenditure has been used for its intended purpose, as defined in the delegation agreements.
 - ✓ The control systems put in place give the necessary guarantees concerning the legality and regularity of the underlying transactions.
- Prepare the finance sections of the annual work plan and budget.
- Ensure accurate and timely preparation of periodic management accounts.

- Prepare the finance sections of the annual report.
- Responsible for the design of the chart of accounts structure that will facilitate the preparation of relevant management accounts.
- Responsible for cash flow management, including the preparation of cash flow forecasts.
- Design the PRIMA-IS standard budget and financial reporting forms.

2. Grants

- Ensure timely and accurate disbursement of funds to beneficiaries.
- Write user-friendly financial guidelines for beneficiaries.
- Review the annual financial reports from beneficiary for accuracy and eligibility.
- Disbursing funds to beneficiary in line with the grant agreement.
- Conduct site visits to assess the financial management capacity and the strength of their accounting systems and procedures with the objective of identifying sites that need to improve their financial reporting capabilities and controls.

3. Internal controls

- Implement robust internal control systems and policies in finance and administration to minimize the risks of fraud or errors in the financial statements and misuse of PRIMA Foundation's funds.
- Responsible for preparing and updating the standard operating procedures for the Administrative and Finance Department.
- Implement an accounting system that meets the Foundation's current and foreseeable financial management and reporting needs.
- Put in place effective debt recovery procedures.
- Ensure value for money is achieved at all times.
- Put in place effective risk management systems and fraud response strategies.
- Put in place strategies to minimize foreign currency exposure risks.
- Ensure the eligibility of all PRIMA Foundation's expenditure within the terms of the EC and other donor grant agreements.
- Hire the services of an independent firm of auditors to perform an internal audit of a sample of beneficiaries, and ensure satisfactory follow up on all findings.

- Be the main interlocutor of de Foundation with independent firms of auditors and with all public entities with responsibilities in economic and financial control in Spain and in EC.

4. *Contracts/Legal*

- Implement a transparent procurement policy.
- Work with the Legal Officer in draft contracts signed with beneficiaries and international donor agencies and participating states.
- Authorizing and agreeing jointly with the Director where legal action is necessary.
- Negotiating and reviewing consultancy contracts, ensuring PRIMA-IS is getting value for money.
- Responsibility for all banking relations in Spain.
- Ensuring all annual filing requirements are met with the Chambers of Commerce in Spain

5. *Taxation*

- Liaise with external firms of accountants and the payroll professionals to ensure all PRIMA-IS taxes and statutory reporting requirements are complied in Spain, according to local laws.
- Ensure accurate and timely preparation of Spanish VAT claims.

6. *Managerial*

- Overall responsibility for the management of the finance and administrative function of PRIMA Foundation.
- Assist and support the Director in the management of the organization.
- Supervise staff members in the finance and administrative departments and acting as the link person to the outsourced departments from the Hosting organizations.
- Implement a travel remuneration policy for PRIMA Foundation's staff and other professionals.
- Work closely with the networking departments to provide accurate financial reporting information for keeping track of all contributions to PRIMA Foundation and maintaining a clear audit trail for verification purposes by the EC.

Requirements

Candidates must be at least 18 years old, they must possess their civil and political rights and they mustn't have any conflict of interests.

Specific qualifications and desirable skills for the AFM include:

- Accounting technician or a BA degree in accounting.
- Professional experience in accounting and finance management.
- Professional experience, preferably in R&I-related matters.
- Good IT skills.
- Strong interpersonal skills, good team player.
- Good organisational skills and ability to meet deadlines and handle multiple tasks daily.
- Excellent written and verbal communication skills in English.
- Proficiency in other languages spoken in the Mediterranean area will be an advantage (particularly Spanish).

Conditions

The employee will work at the PRIMA Secretariat in Barcelona, Spain.

Applicants will have to get a valid working permit in Spain.

PRIMA Foundation is characterized by a multicultural work environment, with English as the main working language.

Annual gross salary amount: **75.000 €**

Applications

The deadline to submit the applications will be **May 5, 2018 at 17:00 PM CET**. Applications shall include the candidate's CV, a motivation letter and a copy of his/her identity card or passport. Please note that only a short list of candidates will be contacted. Contacted candidates will receive a notice asking them to attend the interview at least seven calendar days before it takes place.

Applications shall clearly state that they are for the "AFM" position and shall be submitted to recruitment@prima-med.org

Applying for this position does not prevent the application for other vacancies posted by the PRIMA Foundation, for which the candidate shows to have the required skills.

PRIMA is committed to being an equal opportunities employer. We ensure that all applicants are treated fairly and appointed solely on their suitability for the post irrespective of race, gender, age, disability, caring responsibilities, sexual orientation, marital/civil partnership status, religion/belief or nationality.

