

## **Vacancy note for Accounting and Finance Officer (AFO)**

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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**

AFO will play a key role in the financial management of grants, including the recording of disbursements made to beneficiary, reviewing of financial reports and be responsible for recording, processing, classification and accounting for financial transactions.

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

- Deliver operational support for PRIMA Foundation's management and administration.
- Assure appropriate maintenance and security of premise, staff, equipment and supply in line with the Foundation's requirements.
- Manage Foundation's budget for operation.
- Monitor compliance with all operational system and procedure.
- Conduct relevant internal control.
- Ensure accuracy, promptness and appropriateness of information, and regularly report to Accounting Financial Manager.
- Control inventory, its utilization and disposal.
- Assure timely and accurate monthly and year-end closure of accounts, including bank reconciliation.
- Post the invoices in the accounting database according to Spanish law.
- File all paper and/or electronic accounting and financial records.
- Prepare the payments in the home-banking websites.
- Collect the timesheets of the employees and maintain contact with external payroll consultant.

## **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 AFO include:

- Advanced university degree in Business Administration, Management or a related field
- Professional experience in Finance Management and Office Administration.
- 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: **55.000 €**

## **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 "AFO" position and shall be submitted to [recruitment@prima-med.org](mailto: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.

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