



(Published: 2 June 2016)

ICMC Europe vacancy notice

Finance assistant - Internship position ***Migration & Development Civil Society Programme***

Job title: Finance assistant (internship)
Type of appointment: 4-6 months, minimum 2-3 days per week
Programme: Migration & Development Civil Society Programme
Reports to: MADE Finance Manager and MADE Funding Coordinator
Location: Brussels, Belgium
Starting date: As soon as possible. July 4th 2016 at the latest
Application deadline: 15 June 2016

Goals and responsibilities:

The International Catholic Migration Commission (ICMC) is an internationally operating non-governmental organization that serves and protects refugees, internally displaced persons and migrants regardless of faith, race, ethnicity or nationality.

In direct partnership with global and regional civil society partners in Africa, Asia, Europe and Latin America, ICMC coordinates the EU co-funded [Migration and Development Civil Society Programme \(MADE\)](#). MADE is strengthening and widening a global civil society movement working and networking to promote policies for the well-being and protection of all migrants and communities. Within the context of MADE, ICMC also organizes the annual [Civil Society Days of the Global Forum on Migration and Development \(GFMD\)](#).

For the MADE programme, ICMC is looking for a finance assistant to support the finance team. The position is unpaid, part-time (2-3 days per week) and for 4 – 6 months, starting as soon as possible.

Specific tasks:

Working closely with the Finance Manager and Funding Coordinator, the finance assistant will assist with:

- assisting in partners project monitoring: gathering and filling supporting documents related to the financial reports;

- assisting in preparing bank reconciliations, bookings and financial reports to the European Commission;
- supporting the MADE Finance unit: correspondence, mailing and address lists, external communication, photocopying, printing of documents, file-keeping, archiving, booking travel arrangements of the operations officers, participating in and drafting minutes of the weekly team meetings of the Finance unit, etc.;
- preparing contracts with providers, consultants and contractors in compliance with procurement rules: preparation of tender documents, follow-up of selection and contracting process, purchase orders, financial follow-up of contracts & their renewals (contracts in French and English);
- assisting in the financial aspects of the organizing of GFMD Civil Society Days 2016
- performing any other duties to contribute to the MADE by Civil Society Programme

Qualifications

- Qualification or proven professional experience in finance, accounting, administrative and/or organizational matters;
- Excellent knowledge of English, French is a plus;
- Excellent computer literacy, including MS Outlook and Office (especially Excel); ability to pick up new tools quickly;
- Past experience of working within a team in a European/international environment;
- Practical experience in carrying out public procurement procedures;
- Outstanding organizational skills, accuracy and assertiveness;
- Good communication and drafting skills;
- Ability to manage different tasks at the same time and to respect deadlines.

How to apply

If you are interested to apply for the position finance assistant, please send us a *Curriculum Vitae* (no more than 3 pages), and a motivation letter explaining who you are and why you would like to work with us. Applications are to be sent to: recruitment@madenetwork.org

Kindly include “Finance assistant - internship” in the email subject line.

The closing date for receipt of applications is **15 June 2016**. Applications will be evaluated upon receipt and interviews with short-listed candidates may be conducted prior to the closing date. Shortlisted candidates will be asked to submit two professional references. All applicants will be notified by e-mail on the outcome of their application by July 2016.

ICMC is committed to equal opportunities for applicants and employees, and strives for a diverse and balanced workforce. All applications will be treated with strict confidentiality.