

## **JOB ANNOUNCEMENT FOR AN ADMINISTRATIVE AND ACCOUNTING OFFICER AT THE MEDCITIES ASSOCIATION**

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### **TERMS AND CONDITIONS**

The MedCités Association is a network of cities with its headquarters in Barcelona that works to promote sustainable urban development in the Mediterranean Region. It is made up of more than fifty local councils and unions of municipalities, which undertake projects related to strategic planning, urban services, social cohesion and environmental sustainability, as well as training, technical reinforcement and activities aimed at building on good practices. The network was created in 1991 and, since then, has carried out dozens of projects in Mediterranean cities.

### **PURPOSE OF THE ANNOUNCEMENT**

The purpose of this announcement is to recruit and hire an administrative and accounting officer for the MedCités Association (from now on, the Association).

### **TASKS**

#### **With regards to the organisation's accounting management:**

- Support for the association's financial manager in tasks related to:
  - Association expenditure validation and allocation.
  - Revision and monitoring of the expense reports drawn up by the MedCités team.
  - Monitoring the accounts in cooperation with an external accounting agency.
  - Communication with suppliers concerning aspects linked to billing.
  - Entering expenses into the specific project application systems, particularly the INTERREG MED program's SYNERGIE tool.
  - Accounts management, billing, cash control and payment collection.
  - Archival assistance and administrative records.
  - Monitoring of funds due and payable to the Association:  
Membership fees and dues from main sources of financing, EU, other international agencies

#### **With regards to administrative management:**

- Calendar management, the convening of meetings and telephone support.
- Assistance organising meetings of the association's statutory bodies (General Assembly and Board of Directors) in the form of protocol tasks, following up on invitations, support for participating cities, logistics, transport, assistance creating the programme, etc.
- Management of Association mail.

- Assistance managing the applications submitted by cities to become Association members or cancel their membership.
- Records management.

## **REQUIREMENTS**

### **Essential:**

- An undergraduate in a field related to the position or upper-level training in administration and accounting.
- At least 3 years' administrative and accounting management experience in institutions or companies.
- Experience in project justification, preferably at international level.
- Experience with the administrative tasks of organisations: calendar management, the convening of meetings and telephone support.
- Experience managing document databases and organising events.
- Written and spoken Catalan, Spanish and English.
- Good writing skills and ability to summarise.
- Initiative and ability to work as a team.
- Willingness to travel.

### **The following will be highly valued:**

- Experience in non-profit organisations or international associations.
- Knowledge of French or another language spoken within the Mediterranean Region (Arabic, Greek, Berber...).
- A postgraduate degree in a field related to the position.

## **GENERAL CONDITIONS**

- Type of contract: Works and service (approximately 24 months)
- Full-time: 35 hours a week
- Gross annual salary: €25,500
- Trial period: 3 months.
- Start date: Immediately (February 2020)
- Place of work: MedCities Association.  
(C/ 62, 16-18 08040-Barcelona)

## **APPLICATION PROCESS**

Anyone interested in applying for this position must send a copy of their CV and a cover letter in Catalan, Spanish or English stating their reasons for applying for the job and why they are the perfect candidate.

To ensure equal opportunities in the recruitment process, all applications must be submitted in the following format:

- A cover letter explaining the reasons for applying and why the applicant is the perfect candidate for the position.
- The applicant's CV (no more than two pages long).
- Format: The letter and CV may be submitted as one document or two, and always in **PDF format**.

### **RECRUITMENT PROCESS**

- Analysis of CVs to assess compliance with the requirements and selection of the (no more than) 10 highest-scoring CVs.
- Practical test for shortlisted applicants (maximum 10 points).
- Interviews with the (no more than) 5 applicants with the highest score on the practical test (maximum 5 points).

The person selected must submit the original documents certifying the merits described in their CV before formalising their relationship with MedCities.

Applications must be sent by e-mail to [contact@medcities.org](mailto:contact@medcities.org), with the following subject line: "**Convocatòria de professional d'administració i finances**". If you have any questions during the process, please send them to the above-mentioned e-mail address.

Any applications received after 23:59 p.m. on **07/01/2020** shall not be accepted.

**Any applicants who fail to meet the requirements shall be excluded from the recruitment process.**

**NOTE:** All preselected applicants will be asked to take an aptitude test during the week of 20 January.