

# Accountant/Payroll

Vacancy notice: [26-05]

<b>JOB TITLE</b>	Accountant/Payroll
<b>LOCATION</b>	Greece
<b>ORGANIZATIONAL UNIT</b>	Support Services Department
<b>TYPE OF CONTRACT</b>	Full time
<b>STARTING DATE</b>	May 18, 2026
<b>CLOSING DATE FOR APPLICATIONS</b>	March 23, 2026 1700 CET

\* Note: ICMC does not provide work visas.

## ABOUT ICMC

The [International Catholic Migration Commission](#) (ICMC) is an entity of the Catholic Church and an international non-governmental organization, working to protect and serve uprooted people – regardless of faith, race, ethnicity or nationality – including refugees, asylum seekers, internally displaced people, victims of human trafficking, and migrants. Through its worldwide network of members, ICMC implements and advocates for right-based policies and sustainable solutions to address human mobility challenges. ICMC's operations are aimed at responding to the needs of vulnerable individuals and communities, and focus on protection, humanitarian assistance, resettlement, and migration and development.

## SCOPE OF WORK

The Accountant is one of two similar positions on the HQ team, each an important member of the Finance Team and the Support Services Department. The Accountant provides financial services to ICMC programs around the world.

## RESPONSIBILITIES

- Process or account for payroll in various ICMC entities in compliance with local legal requirements. Receive employee information relevant to payroll/benefits and liaise with payroll/benefits providers to establish and adjust compensation packages as appropriate.
- Initiate HQ payments
- Process (or review), account for, and report financial transactions for either:
  - Five ICMC entities
  - HQ implementing partners

## KEY WORKING RELATIONSHIPS

- Reports to: Finance Team Lead
- Internal: Finance team members on the HQ team and in ICMC affiliate offices, other colleagues in the global headquarters, Heads of Office and program managers around the world
- External: Financial auditors, banks, financial service vendors, implementing partners

## REQUIREMENTS

- Bachelor's degree in business administration, accounting or other relevant specialization.
- Minimum of two years of providing financial and/or payroll services. Experience in an INGO and in a program-implementing country preferred.
- Experience with institutional, private and other donor reporting and compliance.

- Professional proficiency in written and spoken English. Fluency in a second language (Arabic, French, Italian, or Greek) is a plus.
- Experience using ERP systems, MS Office, Adobe Pro, and Web Conferencing Applications.

#### Soft Skills and Attitudes

- Is proactive, resourceful, solutions- and results-oriented.
- Demonstrates personal accountability, acts with integrity aligned to organizational values, builds trust through consistent actions, and remains open to continuous learning.
- Demonstrates strong analytical skills while exercising sound judgment.
- Builds strong relationships with internal and external stakeholders at all levels, communicates clearly and collaborates effectively with diverse teams.

#### HOW TO APPLY

Interested candidates should submit a detailed CV of maximum three pages, a motivation letter, two professional references with full and up-to-date contact details, and a [Reference Consent form](#) via email to [recruitment@icmc.net](mailto:recruitment@icmc.net). The applicant's full name and the Vacancy Notice [26-05] **must be** quoted in the email subject line.

The closing date for receiving applications is **March 23, 2026, 1700 CET**.

Applications will be evaluated upon reception and interviews with shortlisted candidates may be conducted before the closing date. Referees may be contacted prior to the interviewing stage.

Owing to the volume of applications, ICMC regrets that only applicants short-listed for an interview will be notified.

***ICMC is committed to equal employment opportunities for all applicants. ICMC does not discriminate on the basis of race, gender, color, national origin, religion, physical or mental ability, marital status and age.***

***By submitting an application, you agree that ICMC collects and manages the information that you provide. Your personal information will be treated with strict confidentiality and will be used for recruitment purposes only. You agree that your data may be shared with staff of donors funding the position, if any. You have the right to withdraw that consent by writing to [recruitment@icmc.net](mailto:recruitment@icmc.net) at any time.***

***ICMC is committed to a Zero-Tolerance Policy toward sexual exploitation, abuse and all forms of unlawful harassment, including but not limited to sexual harassment.***

***ICMC is a member of the Inter-Agency Misconduct Disclosure Scheme (<https://www.schr.info/the-misconduct-disclosure-scheme>). In line with this Scheme, we will also request information from candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment.***

***By submitting your application, you declare your consent for ICMC to request, and your former employers to disclose, details concerning misconduct.***