



1, rue de Varembe
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 info@icmc.net

Finance Team Lead

Vacancy notice: [02/26-03]

JOB TITLE	Finance Team Lead
LOCATION	Greece*
ORGANIZATIONAL UNIT	Support Services Department
TYPE OF CONTRACT	Full time
STARTING DATE	May 4, 2026
CLOSING DATE FOR APPLICATIONS	March 16, 2026 1700 CET

* Note: This position is Greece-based. ICMC can only hire citizens of - or those independently, legally authorized to work in - countries where ICMC has a legal presence. As of this posting those include Switzerland, the United States, Belgium, Greece, and Turkey. 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

As a senior member of ICMC’s Support Services team, the Finance Team Lead leads and manages ICMC’s global support services to ensure that ICMC maximizes operational efficiency and minimizes risk in new and ongoing programs. The scope includes ICMC’s Headquarters, the US fundraising affiliate, 3 implementation affiliates, and other offices. The Lead supervises 3 global Finance staff and guides the activities of Finance staff in affiliates.

RESPONSIBILITIES

Team Management and Leadership

- Manage individual HQ Finance staff and the technical activity of affiliate Finance staff in collaboration with their administrative managers. to. Onboard, manage performance to ensure their contributions to and accountability for Finance team results, and offboard as appropriate.
- Lead the Finance team
 - Build a spirit of service to program participants, the organization, and the strategy. Ensure that the team works transparently and collaboratively.
 - Grow the capacity of the team through mentoring, training and building connections internally and externally. Create a spirit of curiosity and learning.



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Resource Management

- Enhance Finance **policy/procedure** to create a strong internal control environment consistent with stakeholder requirements and best practice. Oversee revisions and ensure understanding, capacity, and implementation. Ensure that payment authorizations and bank signatories are current and approved.
- Develop, consolidate, and as appropriate use **financial planning and monitoring tools** for ICMC/HQ-only and global financial performance.
 - Design and implement an annual budgeting process that supports management's strategic allocation of financial resources. Develop robust forecasting to support management decision making as well as cash and working capital management.
 - Ensure that reports provide strong informational and decision support to stakeholders, and that generally accepted accounting principles are followed.
- With the approval of the Secretary General and Director, develop and implement a robust investment framework that minimizes risk and optimizes return. Execute **Treasury** functions including facilitating and monitoring donor payments, managing currencies, reviewing cash forecasts from affiliates and making appropriate cash transfers. Manage relationships with banks.
- Anticipate and respond to global and HQ-only **financial dimensions of audits** and ensure that issues are fully resolved. Support the Director of Support Services in managing situations of serious non-compliance with ICMC financial standards.
- Establish parameters for ICMC's **ERP** and act as a global administrator. Assign staff to develop technical expertise in system use, identify opportunities for efficiency/risk mitigation and organize improvements with vendors.
- Support Director **presentation of financial issues to Boards** of ICMC (HQ, US, Belgium) and follow up/implement decisions impacting finance.

Donor Stewardship

- In collaboration with Program Managers, contribute to and review **budgets and financial arrangements for global projects** that meet donor requirements and standards for realistic implementation. Review proposal budgets and financial arrangements developed by affiliate offices and recommend them as appropriate. Coordinate with the Directors of Programs and Support Services for submission to donors.
- Make recommendations to adjust financial procedures for specific donor requirements as needed and ensure that these adjustments are adapted by implementing programs.
- Review **reports on all project-level** financial performance that are prepared by Finance staff worldwide, sign off on ex-HQ reports. Coordinate with the Directors of Programs and Support Services for submission to donors.
- Ensure the review of all **reports on partner-level** financial performance that are prepared by Finance staff worldwide, sign off on recording these reports in the financial system.
- Respond to requests for financial information in **donor audits**, draft disclosure letters in collaboration with the Director of Support Services, close audit recommendations if any related to finance.

KEY WORKING RELATIONSHIPS

- Reports to: Director of Support Services
- Internal: Finance staff in HQ and in affiliate offices, Program Managers



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- External: banks and other financial service providers, global Support Services consultants and contractors, auditors (as related to finance)

REQUIREMENTS

- Master's degree in finance. Professional certification is a plus.
- Minimum of five years of providing financial services to program teams. Experience in an INGO and in a program-implementing country preferred.
- At least three years' experience of finance staff management. Experience with leadership of a community of practice across cultures /locations/ programs/ entities.
- Experience with institutional, private and other donors, including design, monitoring, reporting, audits of finance services.
- Experience leading multi-activity audit responses (as related to finance).
- Experience using ERP systems for finance, MS Office, Web Conferencing Applications, and knowledge sharing networks.
- Professional proficiency in written and spoken English. Fluency in a second language (Arabic, French, Italian, or Greek) is a plus.
- Willingness and ability to travel up to 10% (international).

Soft Skills and Attitudes

- Demonstrates strong strategic, analytical, and systems thinking with the ability to see the big picture, exercise sound judgment, communicate clearly, and make effective decisions in complex environments.
- Builds strong relationships across internal stakeholders at all levels; proactive, resourceful, solutions- and results-oriented.
- Demonstrates personal accountability, acts with integrity aligned to organizational values, builds trust through consistent actions, collaborates effectively across diverse teams, and remains open to continuous learning.
- Leads change through agility and innovation, develops and recognizes others to strengthen team performance, and applies a strategic mindset to translate and execute organizational priorities.

HOW TO APPLY

Interested candidates should submit a detailed CV of maximum four pages, a motivation letter, two professional references with full and up-to-date contact details, and the [Reference Check consent form](#) via email to recruitment@icmc.net. The applicant's full name and the Vacancy Notice [02/26-03] must be quoted in the email subject line.

The closing date for receiving applications is **March 16, 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.



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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 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 consultant's previous employers and consulting referees about any findings of sexual exploitation, sexual abuse and/or sexual harassment during engagement, or incidents under investigation when the engagement ended. By submitting your application, you declare your consent for ICMC to request, and your former employers and referees to disclose, details concerning misconduct.