

Senior Accountant

Vacancy notice: [26-04]

JOB TITLE	Senior Accountant
LOCATION	Greece
ORGANIZATIONAL UNIT	Support Services Department
TYPE OF CONTRACT	Full time
STARTING DATE	May 18, 2026
CLOSING DATE FOR APPLICATIONS	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 Senior Accountant role provides a critical complement to the Finance Team Lead (FTL) for ICMC's global financial function. S/he works with colleagues to identify, analyze, resolve or recommend resolution of issues in accounting, financial compliance, currency management and other functions. The scope covers finances from seven countries.

RESPONSIBILITIES

- Prepare quarterly and final financial reports for all headquarters' projects, including one global program otherwise staffed by Greece. Review and recommend other reports prepared by ICMC Finance team members in other countries.
- Review monthly financial packages prepared by five countries, work with preparers to ensure that corrections are made, and recommend approving/recording to the FTL.
- Review and recommend budgets and reports drafted by partners and reviewed by Finance team staff. Work with colleagues to ensure that corrections where needed are made. Recommend report acceptance to the FTL.
- Minimize risk/maximize savings by managing ICMC's currency conversions and positions. Anticipate in and outflows in conjunction with project managers, record gains and losses as needed.
- Act as the main "superuser" in Microsoft's Business Central environments. Grant user permissions and work with a third party to create access rights. Identify and promote improvements to system use. Assist colleagues in their use of the system.
- Respond to auditor questions on these activities, and other issues as requested.
- Work with and learn from the FTL, to ensure the knowledge to consolidate global financial reports when the FTL is not available.

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 Support Services Department, 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 three years of providing financial services to program teams. Experience in an INGO and in a program-implementing country preferred.
- Experience with institutional, private and other donor reporting and compliance.
- Experience providing audit responses.
- 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).
- Experience using ERP systems, MS Office, Adobe Pro, and Web Conferencing Applications.

Soft Skills and Attitudes

- Demonstrates strong 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 with internal and external 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.

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. The applicant's full name and the Vacancy Notice [26-04] **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 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.