



1, rue de Varembe  
 PO Box 96  
 CH-1211 Geneva 20 Switzerland  
 +41 22 919 10 20  
 info@icmc.net

## Finance Manager

### Vacancy notice:

<b>JOB TITLE</b>	Finance Manager
<b>LOCATION</b>	Athens, Greece
<b>ORGANIZATIONAL UNIT</b>	Support Services
<b>TYPE OF CONTRACT</b>	Full time
<b>STARTING DATE</b>	June 1, 2026
<b>CLOSING DATE FOR APPLICATIONS</b>	May 10, 2026

\* 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 rights-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 Finance Manager is responsible for supporting and implementing financial and accounting activities for ICMC in Greece, under the supervision of the Head of Office.

The role includes financial management, budgeting, reporting, payroll coordination, bookkeeping, accounting and ensuring proper documentation and compliance. The Finance Manager also contributes to coordination meetings and relevant working groups, as required.

This is a full-time, on-site position based in Athens (40 hours per week).



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## RESPONSIBILITIES

In close coordination with the HQ Finance Team Lead in Geneva, the Finance Manager will:

- Maintain and manage the ICMC Greece accounts, including tracking budgets and expenditures
- Review payroll entries, invoices, and other accounting documentation for accuracy
- Record financial transactions and ensure timely and accurate accounting of project expenses
- Monitor expenditures against approved budgets and propose adjustments where necessary
- Assist in the preparation of budget submissions and financial reports for HQ and donors
- Prepare financial plans, forecasts, and cash flow projections
- Ensure compliance with ICMC financial procedures and applicable legislation in Greece
- Coordinate with the payroll service provider and conduct quality checks on payroll outputs
- Process payments to vendors, contractors, and other stakeholders
- Maintain cash accounts and oversee cash management processes
- Provide auditors and other donor representatives with financial documentation
- Liaise with banks, and financial service providers
- Manage procurement of office supplies and maintain inventory records
- Provide regular updates on financial activities and progress
- Perform any other duties as required by the program

## KEY WORKING RELATIONSHIPS

- Reports to: Head of Office
- Internal: HQ Support Services, finance colleagues in ICMC offices, Greek support services staff, program managers
- External: Auditors, banks, financial service providers, donors



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## REQUIREMENTS

- Bachelor's degree in finance, accounting, or a related field
- Minimum 4 years of relevant professional experience (NGO experience is an asset)
- Experience in preparing and monitoring project budgets
- Familiarity with accounting principles and financial procedures
- Strong reporting and writing skills
- Excellent communication and interpersonal skills, with the ability to work in a multicultural environment
- Fluency in Greek and English (written and spoken)
- Proficiency in MS Office applications (especially Excel)
- Willingness to travel, if required
- Knowledge of the asylum context in Greece is an asset

## HOW TO APPLY

Interested candidates should submit:

- A detailed CV (maximum three pages)
- A motivation letter
- Two professional references with up-to-date contact details
- [The completed Reference Consent Form](#)

Applications should be sent by email to [recruitment@icmc.net](mailto:recruitment@icmc.net), indicating in the subject line: **“Finance Manager – [Full Name]”**

The closing date for applications is May 10, 2026.

Applications will be reviewed on a rolling basis, and interviews may take place before the closing date. Referees may be contacted prior to the interview stage.

Due to the high volume of applications, only shortlisted candidates will be contacted.

***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***



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***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 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.***