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ICMC Global Finance Manager

Vacancy Reference Number: [06/26-08]

JOB TITLE	ICMC Global Finance Manager
LOCATION	Greece*
ORGANIZATIONAL UNIT	Support Services Department
TYPE OF CONTRACT	Full time
STARTING DATE	October 15, 2026
CLOSING DATE FOR APPLICATIONS	September 15, 2026 at 17:00 CET

* Note: This position is Greece-based. ICMC can only consider candidates who are independently, legally authorized to work in Greece. 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 ICMC Global Finance Manager leads and manages the organization'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 Manager supervises 4 global Finance staff and guides the activities of Finance staff in affiliates.

RESPONSIBILITIES

Team Leadership

- Lead and develop the global Finance team, including direct supervision of HQ Finance staff and technical oversight of affiliates' Finance staff.
- Manage recruitment, onboarding, performance management, staff development, and offboarding processes.
- Foster a collaborative, service-oriented and accountable team culture.
- Build team capacity through coaching, training and knowledge sharing.

Financial Management & Compliance

- Maintain and strengthen financial policies, procedures and internal controls to ensure compliance with organizational, donor and regulatory requirements.
- Lead budgeting, forecasting, financial planning and financial performance monitoring for HQ and global operations.
- Develop and manage annual budgets and forecasts to support strategic resource allocation, informed decision-making, and effective cash management.
- Ensure accurate and timely financial reporting in accordance with applicable accounting standards. With the approval of the Secretary General and Director of Support Services (DoSS), manage treasury activities, including cash flow, currencies, cash forecasts and fund transfers and develop and implement a robust investment framework that minimizes risk and optimizes return.
- Lead and coordinate HQ and global financial audits and ensure timely resolution of audit findings. Support the DoSS in managing situations of serious non-compliance with ICMC financial standards.
- Serve as global administrator for the ERP system, promoting effective use, efficiency, and continuous improvement.
- Support the DoSS in presenting financial matters to governing boards and implementing approved decisions. .

Donor Financial Stewardship

- Review and support the development of project budgets, financial arrangements and donor proposals to ensure compliance and operational feasibility.
- Ensure that donor-specific financial requirements are incorporated into organizational processes and implemented consistently.
- Review and approve project and partner financial reports prior to donor submission.
- Support donor audits by providing financial information, coordinating responses and implementing audit recommendations.

KEY WORKING RELATIONSHIPS

- Reports to: Director of Support Services
- Internal: Finance staff in HQ and in affiliate offices, Program Managers, Director of Programs
- External: banks and other financial service providers, global Support Services consultants and contractors, auditors (as related to finance)

REQUIREMENTS

- Master's degree in Finance, Accounting, Business Administration, or a related field. Professional certification is a plus.
- Minimum five years of experience providing financial management and support to program teams, preferably within an international NGO and/or a program-implementing country context.
- At least three years of experience leading and developing finance staff, including providing technical oversight across multiple locations, cultures or organizational entities.
- Demonstrated experience managing donor-funded programs, including budgeting, financial monitoring, reporting, compliance and audit support.
- Experience leading and coordinating responses to financial audits and implementing audit recommendations.
- Proficiency in ERP financial systems, Microsoft Office applications, virtual collaboration tools, and knowledge-sharing platforms.
- Professional fluency in spoken and written English. Proficiency in a second language (Greek, French, Italian, or Arabic) is an advantage.
- Willingness and ability to undertake occasional international travel (up to 10%).

Soft Skills and Attributes

- Demonstrates strong strategic, analytical, and systems thinking with the ability to assess complex situations, exercise sound judgement and make effective decisions.
- Builds and maintains strong working relationships across all levels of the organization; proactive, resourceful, and solutions-oriented.
- Demonstrates agility and adaptability in managing change, encourages innovation and supports the growth and development of others.
- Communicates effectively with diverse stakeholders and translates organizational priorities into clear actions and results.
- Promotes a collaborative, inclusive and service-oriented approach, achieving team and organizational goals.
- Demonstrates leadership through strategic thinking, relationship-building, accountability, integrity and effective change management.

HOW TO APPLY

Interested candidates should submit the following documents by email to recruitment@icmc.net:

- A detailed CV (maximum three pages);
- A motivation letter;
- Two professional references, including full and current contact details; and
- A completed Reference Check Consent form.

Please include the applicant's full name and the Vacancy Reference Number [06/26-08] in the subject line of the email.

The closing date for applications is **September 15, 2026 at 17:00 CET.**

Applications will be evaluated on a rolling basis and interviews with shortlisted candidates may be conducted before the closing date. Referees may be contacted prior to the interview stage.

Due to the high volume of applications received, only candidates shortlisted 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.