Finance Officer (Accounting & Payroll)

Vacancy notice: [26-11]

JOB TITLE	Finance Officer (Accounting & Payroll)
LOCATION	Athens, Greece,
ORGANIZATIONAL UNIT	Support Services Department
TYPE OF CONTRACT	Full time
STARTING DATE	December 1, 2026
CLOSING DATE FOR APPLICATIONS	November 16, 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 Finance Officer (Accounting & Payroll) is a key member of the Finance Team within the Support Services Department. The position is responsible for providing accounting, payroll and financial administration support to ICMC headquarters and global operations, ensuring compliance with organizational policies, donor requirements, and applicable local regulations.

RESPONSIBILITIES

- Process and/or oversee payroll administration for various ICMC entities, ensuring compliance with local labor, tax and social security regulations.
- Coordinate with payroll and benefits providers to establish, maintain and adjust employee compensation and benefits information as required.
- Initiate and process HQ payments in a timely and accurate manner.
- Record, review, reconcile and report financial transactions for assigned ICMC entities and/or HQ implementing partners.
- Prepare and maintain accounting records and support documentation in accordance with ICMC policies and procedures.
- Support month-end and year-end closing activities, reconciliations and financial reporting processes.
- Assist with internal and external audits by providing requested documentation and information.
- Ensure adherence to donor, statutory and organizational financial compliance requirements.
- Contribute to continuous improvement of financial procedures and internal controls.

REQUIREMENTS

- Bachelor's degree in Business Administration, Accounting, Finance or a related field.
- Minimum two years of professional experience in accounting, finance, payroll administration, or a related function.
- Experience working within NGOs/INGOs and multi-country operations is an advantage.
- Familiarity with donor compliance and financial reporting requirements.

- Professional proficiency in written and spoken English and Greek. Fluency in a second language (French, or Italian) is a plus.
- Experience using ERP systems, MS Office applications (particularly Excel), Adobe Pro, and virtual collaboration tools.

SOFT SKILLS AND COMPETENCIES

- Proactive, resourceful and solutions oriented with a strong attention to detail.
- Demonstrates integrity, accountability and commitment to organizational values.
- Strong analytical and problem-solving skills with sound professional judgment.
- Excellent interpersonal and communication skills, with the ability to collaborate effectively across multicultural and geographically dispersed teams.
- Ability to manage multiple priorities and meet deadlines in a dynamic environment.

KEY WORKING RELATIONSHIPS

- Reports to: Finance Team Leader
- Internal: Finance team members on HQ team and affiliate offices, Heads of Office and Program Managers
- External: Financial auditors, banks, financial service vendors, implementing partners

HOW TO APPLY

Interested candidates should submit a detailed CV of maximum two 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 [26-11] **must be** quoted in the email subject line.

The closing date for receiving applications is **November 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.

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.