Metropolis brings together the governments of 143 urban agglomerations worldwide. Founded in 1985, today the association is the focal point of expertise on metropolitan governance. Raising the voices of metropolises to the global agenda and building capacity to deliver public policies and services, Metropolis contributes to finding common answers to the challenges of metropolisation.

JOB OFFER

We are looking for an Administrative and Financial Officer to support the work of the Metropolis Secretariat General Shared Services department, and that of the EU funded project MGET.

For the Shared Services department, the main responsibilities relate to the management of human resources. These include:

- contracts
- payrolls
- sickness, annual leave, benefits
- workplace safety
- recruitment and integration of new staff
- training
- maintain employee records

For the MGET project, the selected person will be responsible for ensuring that all administrative and financial processes are followed in accordance with the EU procedures.

The MGET project is funded by the European Commission’s INTPA Directorate General under the GUE-B2018-21.020802-C1-DEVCO budget line. The overall objective of the project is to strengthen the resilience of the city of Dakar to climate change by integrating a metropolitan dimension within the ecological and energy governance of the city.

MAIN RESPONSIBILITIES:

- Ensure that all grant administrative procedures and any tasks related to the budget justification are carried out in accordance with the EU procedures and that deadlines are met

- Maintain the accounting records of the project expenses, including the management of supporting documents sent by the team in Dakar; ensure any tasks related to the yearly external audit of the project.

- Manage all necessary reporting documents of project staff, experts and participants on mission. Prepare travel/mission authorizations and expense claim documents.

- Assist and edit financial reports submitted by the Dakar Coordination Unit
REQUIREMENTS:

**Personal Skills.**
- Professional commitment
- Communication skills
- Flexibility and adaptability
- Rigor and organization
- Proactivity & Teamwork
- Cultural sensitivity and intercultural skills (religion, ethnicity, gender)
- Ability to build collaborative relationships between diverse communities.

**Education**
- Degree in accounting, business administration, financial management or other similar relevant fields.

**Professional experience:**
- 5 years minimum experience as an administrative officer / administrative and financial officer or any related post
- Minimum of 3 years of experience working with international donors (EU preferred).
- Specific experience in EU (INTPA, H2020...) grant administration, with thorough knowledge of reporting and procedures.

**Languages:**
- English, Spanish and French are the working languages of Metropolis. For this post, fluency in oral and written French is mandatory, working English essential, working Spanish highly desirable. Any other language is an advantage.

**Computer skills:**
User level (Word, Excel, PowerPoint), good command of Internet and administrative management programs.

Availability to travel (1 or 2 trips per year).

**WHAT WE OFFER:**
- Full-time (37.5 hours per week), flexible hours (in line with specific requirements)
- Flexi-work: 70% onsite at the Secretariat General HQ in Barcelona and 30% online; full IT package
- Gross yearly salary: 30,000€
- Estimated start date: 12th September 2022
- 3 months trial period

**BENEFITS**
- Training opportunities
- A dynamic international team
- A pleasant working environment

Metropolis is firmly committed to equal opportunities and work-life balance for all.
To apply for this vacancy, please send your CV to hr@metropolis.org indicating “ADMINISTRATIVE OFFICER FOR SHARED SERVICES AND FOR THE EC-MGET PROJECT” in the subject line before the 12th August 2022 12 pm CET. Interviews will be held on the week beginning 22nd August 2022.

Metropolis is firmly committed to Equal Opportunities for all people, thus avoids any type of discrimination based on sex, personal and/or social circumstances.

Release date: 27th July 2022