

Posting Title : FINANCE ASSISTANT, G5
Job Code Title : FINANCE ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 9 November 2021-8 December 2021
Job Opening number : 21-Finance-UNIFIL-157883-R-NAQOURA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

This position is located in Payments Unit/Finance and Budget Management Section, United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The incumbent will report to the Chief of Unit/Finance and Budget Officer.

Responsibilities

Within delegated authority, the Finance Assistant will be responsible for any of the following duties: Account Payable and Receivable:-Receives, records, and analyzes documents including original invoices, receiving & Inspection (R&I) report and discrepancy report, copy of purchase order (PO) and other supporting documents in order to record and perform the invoice matching in the Umoja system.-Processes and follows up on Vendor and third-party payments in the Umoja system for UNIFIL and UNSCOL. -Reviews documents required for payments processing such as original invoice, R & I report, service entry sheet, purchase orders, banking details, liquidated damages report. Exercise the terms of payments as stipulated in the purchase orders. -Coordinates with accounts unit about the new ledger accounts in Umoja system.-Coordinates with Procurement and treasury in creation/ updating valid banking details for payments. -Checks the availability of funds in Umoja system.-Processes invoices related to the Low value acquisition and Fund commitment documents.-Records correct data in Umoja system prior to review and approval.-Prepares monthly reports on receivables, payables, quick impact projects, petty cash accounts. -Request for the value added tax (VAT) refund to the Lebanese Government within the stipulated period.-Prepares and submits requests for VAT refund to the Lebanese Government for invoices paid by the UNIFIL, UNSCOL, Military Contingents and International Staff (P-4 and above).-Reconciles the total reimbursable amounts with the copies of invoices for accuracy.-Follows up with

Ministry of Finance for early reimbursement and perform account allocation upon settlement.- Assists the Military contingents and International Staff on VAT rules, regulation and procedures, reimbursements, discrepancies, and any other VAT issues.-Petty cash management and replenishment for UNIFIL and UNSCOL.-Establishes petty cash account based on the guidelines for all custodians authorized, delegated by Director Mission Support.- Processes the replenishment requests timely and ensures correct rules and regulations applied.- Conduct unannounced cash counts and cash verifications on a monthly basis as well as at year end during closure of accounts.-Maintains and archives official records and files.- Responds to the Vendors queries and performs other duties as required.-Extract report for outstanding commitments (Purchase Orders, Low Value Acquisition(LVA) and Fund Commitments and follow up with the SAUs on the status of open balances and liquidation.- Compiles supporting documents to justify the validity of outstanding obligations carriedforward and accruals prior yearly closing of accounts.-Follow up with DPCA for the final payment of Quick Impact Projects (QIP) and processes the advance payment for the new QIP projects.-Processes payment for official hospitality and ensures conformity adherence to relevant financial regulations and rules, ST/AI issuances or practices and Standard Operating Procedures.Accounting:-Assist in preparing financial reports including monthly and year-end closing of accounts and worksheets as necessary.-Scrutinizes source documents for completeness, accuracy and validity of charges.-Initiates correspondence to Units, requisitions and/or Sections to request, verify, clarify and obtain supporting documents and supports audit documentation requested by Board of Auditors (BOA) and Office of the Internal Oversight Services (OIOS).Budget Administration:-Supports the monitoring of budget implementation/expenditures with approved budget in ensuring they remain within authorized levels.Treasury: -Reviews incoming payment instructions regarding banking details and sources of funds. -Notifies payees of status of payments. -Oversees the daily operation of the Cashier's Unit including the transmittal of payments. General Duties:-Drafts or prepares correspondence to respond to enquiries in respect to financial and budget matters.-Performs other related duties, as assigned.

Competencies

-Professionalism: Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Ability to maintain accurate records, review and interpret a wide variety of data. Ability to identify and resolve data discrepancies and operational problems. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.- Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.-Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority

activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

- High School Diploma or equivalent is required.

Work Experience

A minimum of five (05) years of experience in International Organizations or in the private sector in accounting, budgeting, and financial management or related area is required. Experience with Enterprise Resources Product (ERP) systems and especially Systems Applications and Products (SAP) is desirable. Knowledge, training and experience in IPSAS accounting system, the accounting and budgetary process applications in the United Nations or comparable organizations is desirable.

Languages

-English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.

Assessment

-Evaluation of qualified candidates may include an assessment test followed by competency-based interviews.

Special Notice

Recruitment against this position is on a local basis; applicants in the General Service category shall meet the relevant employment requirements of the host country (Lebanon), including fulfilling visa or work permit stipulations. If you fulfill the visa and work permit stipulations for Lebanon, please specify in your cover letter and attach a copy of your visa and work permit under 'attachments' of your application in Inspira. The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment. The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General. Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.