



Internal / External Job Opening

Date: 30 November 2016

Vacancy N°	: JO/2016/005/A
Section	: Finance and Budget Management Section
Functional Title	: Finance and Budget Assistant
Post Level	: GS-6 (One post) - Budget Unit
Duty Station	: Naqoura
Deadline for receiving applications	: 06 December 2016
Remark	: This Job Opening is to expand the pool of candidates. Candidates who have previously applied to this Job Opening do not need to apply again as their applications are already under review.

Duties and Responsibilities:

Within delegated authority, the Finance and Budget Assistant could be responsible for carrying out any of the following duties:

Budget:

- Assists in the review, analysis and preparation of cost estimates and budget proposals, in terms of mission's resourcing requirements such as staff and non-staff requirements, including programmatic aspects;
- Assists with the review of justification for resource requirements for budget submissions in coordination with relevant Sections/Offices on related issues during preparation of the budget proposals;
- Monitors budget implementation/expenditures and assists with the reallocation and re-deployment of funds as necessary;
- Assists in monitoring extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures;
- Verifies accuracy of input data, ensuring consistency of data in previous allotments to new allotments issued;
- Assists in preparation of budget performance submissions and finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.

- Undertakes research and provides support to higher level Finance and Budget Officers with respect to budget reviews of relevant intergovernmental and expert bodies;
- Reviews pre-commitments for goods and services to ensure (a) correct commitment item have been charged, and (b) availability of funds.
- Assists, Chief of Unit and Chief of Section, during budget and performance report review process answering to the questions from the DFS, FPD, ACABQ and 5th Committee.
- Monitors integrity of various financial databases.
- Co-ordinates with other finance and budget staff on related issues during preparation of budget reports.
- Reviews the monthly Troop Strength on uniformed personnel (military contingent, United nations police (UNPOL) and Formed Police Unit (FPU) upon receipt from military and police components;
- Reviews data on monthly staffing complement;
- Processes the fund distributions received from HQ and input allotment advice in ECC

Accounting

- Performs/participates in the monthly and yearly closing of accounts procedures in Enterprise Resource Programme (Umoja).
- Analyzes complex/unusual accounting transactions and all open items in the accounting system ERP (Umoja) for corrective actions and makes recommendations to the Chief of Unit/Section on appropriate follow-up procedures.
- Reviews and reconciles various clearing accounts and investigates erroneous/invalid entries to take appropriate corrective accounting action.
- Processes incoming/outgoing interoffice vouchers (IOVs), interoffice billings (IOBs) and intermission billings (IMBs) from/to HQs, agencies, funds, programs and other field missions.
- Assists in the preparation of the bank reconciliation on a daily basis.
- Ensures compliance with International Public Sector Accounting Standards (IPSAS) in all financial transactions.
- Reviews current budget period commitments to ensure their validity to carry them forward and cancel outstanding commitments where not valid;
- Provides guidance, training and support to colleagues including briefings to new staff;
- Responds to queries from staff members, cost center managers other UN missions and UN agencies;
- Initiates correspondence to Units, and/or Sections to request, verify, clarify and obtain supporting documents and also supports audit documentation requested by BOA and OIOS.
- Undertakes research and provides support to higher level Finance and Budget Officers with respect to IPSAS, accounts and policy analysis.

Account Payable and Receivable

- Verifies that relevant supporting documents have been provided, confirming that goods and services have been received in accordance with the contract, agreement, purchase order or other form of undertaking by which they were ordered and that they have been certified by a duly designated certifying officer before vouchers are processed and/or submitted to approving officers for further review and approval.
- Reviews relevant banking details including amendments of banking details in the Business Partner (BP) for wire transfer payments, to ensure that payments are made only to those to whom the organization legitimately owes funds for goods and services actually received.
- Assists with the computation of staff members' entitlements including salaries, claims, danger pay, daily subsistence allowance, mission subsistence allowance, voluntary living allowance and any other allowances for payments.
- Reviews relevant documentations for payments and accounting entries e.g., payroll, payment of staff entitlements, final payments, travel claims, vendor invoices, agencies, etc., to ensure conformity and adherence to applicable United Nations policies e.g., applicable staff rules, financial regulations and rules, ST/AI issuances or practices, International Public Sector Accounting Standards (IPSAS) policy framework etc.

Treasury

- Prepares, disburses and releases payments by cheques, cash or wire transfer; assists with exception payments for corrective actions.
- Identifies and annotates bank account movements and monitors bank balances of the mission's accounts.
- Assists in cash management, including preparing cash flow replenishment.
- Records incoming cash and outgoing cash in ERP (Umoja) to/from the cashier's imprest.
- Assists to make sure cash in vault is replenished timely to avoid shortage of cash
- Monitors cheque stock and cash receipt vouchers and requests for new stock as required
- Reviews documents assigned to payment lists to ensure that partner banks commensurate with payment methods to avoid rejected or returned payments

General Duties

- Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to programme and/or peacekeeping budgets, accounts and cash management, ensures compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures;
- Drafts or prepares correspondence to respond to enquiries in respect to financial and budget matters.
- Performs other related duties, as assigned.

Qualifications and Requirements:

- High School Diploma or equivalent, technical or vocational certificate in accounting, finance, budget or related fields is a requirement.
- Very good communication skills in English, both oral and written is required. Knowledge of another official United Nations language is an advantage.
- Very good knowledge of Microsoft Office applications (MS Word, Excel, PowerPoint, and Access Database) is required
- Data entry skills. Knowledge, training and experience in UN internal applications, accounting system (UMOJA), and/or UN budgetary processes are an asset.
- A minimum of Seven years of progressively responsible professional experience in finance, administration, budget, business administration or related area. Experience with Enterprise Resource Programme (ERP) systems and especially System Applications and Products (SAP) is desirable. Experience with International Public Sector Accounting Standards (IPSAS) or International Federations of Accounts (IFAC) standards is also desirable.

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.

Accountability: Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Submit a **fully completed** and signed application form (P.11) in English.

Although in the P.11 form, it is indicated that you should not send or attach any documentary evidence at this stage, please do attach copies of High School degree and work certificates.

The P.11 and supporting documents should be sent to the Chief of Human Resources Management Section, UNIFIL, Naqoura:

- 1.) Via e-mail to unifil-recruitment@un.org or;

Important notes:

- 1.) **Applications that do not include copies of high school certificate / work certificates will be considered incomplete and will not be taken into consideration.**
- 2.) **complete and will not be taken into consideration.**
- 3.) Please ensure that the Job Opening Number is clearly indicated in your application;
- 4.) Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates for the test and/or an interview;
- 5.) Preference will be given to equally-qualified female candidates.