

**Job Opening**

<b>Vacancy Number:</b>	<b>22/007</b>
<b>Deadline for Application:</b>	<b>02 November 2022</b>
<b>Date of Issuance:</b>	<b>03 October 2022</b>
<b>Position Title:</b>	<b>Senior Finance and Budget Assistant</b>
<b>Position Level:</b>	<b>G-7</b>
<b>Position Number:</b>	<b>30907144</b>
<b>Duty Station:</b>	<b>Jerusalem</b>

**Qualified Female Candidates are strongly encouraged to apply\***

**Organizational Setting and Reporting**

This position is located in the Budget Unit of the Office of the Chief of Mission Support of the Office of the Special Coordinator for the Middle East Peace Process (UNSCO). The Senior Finance and Budget Assistant reports to the UNSCO Budget Officer and Chief of Accounts, UNTSO.

**Responsibilities**

Within delegated authority, the incumbent will be responsible for the following duties:

**Strategic Resourcing and Stewardship**

- Prepares supporting documents (narrative and supporting tables) with respect to programme and resource requirement segments of the budget proposals; reviews and guide in the elaboration of resource requirements (post and non-post requirements) for budget submissions.
- Monitors extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Prepares budget performance reports, analyzing variances between approved budgets and actual expenditures.
- Processes the mission's redeployment of fund requests in accordance with the established procedures
- Monitors budget implementation/expenditures with approved budget; analyses discrepancies for supervisor's attention/ and or corrective actions and recommends redeployment of funds as necessary.
- Advises and guides the review of current budget period commitments to ensure their validity to carry forward and cancel outstanding commitments not valid;
- Under the guidance of the supervisor, provides advice, financial interpretations, adaptations and corrective actions in response to audits and other queries to ensure adherence to the UN Financial Regulations and Rules, Staff Rules, Administrative Instructions, Bulletins and Circulars under the supervision/guidance. of the Finance and Budget Officer.
- Assists in the maintenance of fixed asset register, as required.

## **Performance Monitoring**

- Assists in performing analysis, preparation and delivery of strategic support and business intelligence to operational counterparts and mission leadership on financial resourcing and stewardship, and programme performance, in line with mission priorities and mandate.

## **Other**

- Provides coverage for UNSCO Budget Officer during absences
- Performs other duties as assigned.

## **Financial analysis and reporting:**

- Maintains UNSCO's accounts through the application of quality control activities over reported financial transactions ensuring accuracy and completeness in collaboration with the relevant stakeholders and transactional users of Umoja both at the local and UN Headquarters, New York levels to include the following:
  - Regular reviews in Umoja of open items managed accounts (i.e. Rejected payments, Payroll and Cash journal clearing), accounts receivable/payable, purchase orders (PO) and funds commitments (FC) to ensure validity/ accuracy, and corrective action are taken each month to ensure reliable balances are reflected at each month-end.
  - Monitors the goods receipt/invoice receipt (GRIR/travel agent invoice clearing) account ensuring prompt follow-ups with R&I for the goods receipt entry as well as deferred income/ charges, prepaid expenses and other liabilities in order to capture changes for correct categorization in the accounts.
  - Ensures International Public Sector Accounting Standards (IPSAS) compliance across key areas of operation including the financial transaction and reporting of assets (property, plant and equipment), inventory, and real estate assets.
  - Ensures Inter-mission/office and cost recovery transactions are properly recorded with prompt notifications for timely settlement.
- Ensures the mission's compliance to the IPSAS year-end closing activities, financial reporting requirements and other relevant supporting schedules for Volume I in line with the closing instructions and guidelines provided by the Finance Division, UNHQ.
- Prepares and reviews UNSCO monthly Trial balances, open commitments (purchase order (PO), FC report, travel commitments), status of allotment reports/ end of mandate report, when applicable, for submission to the Chief Finance Officer, Cost Center Managers and relevant stakeholders.

## **Other:**

- May be delegated Approving or Certifying functions as and when required.
- Produces other complex financial reports for management and reporting purposes.
- Performs any other work-related duties as may be required.

## **Competencies**

- **Professionalism:** 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.
- **Planning& 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.

- **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 shortcoming
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Education:** High School or equivalent is required. Technical or vocational certificate in accounting, finance, budget, business administration, public administration or related fields as a requirement. A first level certificate from the Chartered institute of Public Finance and Accounting (CIPFA) program or other internationally recognized Public Finance and Accountancy Institutes is desirable.

**Work Experience:** A minimum of ten (10) years of progressively responsible experience in International Organization or in the private sector in accounting, budgeting and financial management or related area is required. At least two (2) years of experience with the United Nations Common System or another international organization is required. Working experience in the use of in-house Enterprise Resources Planning (ERP) system and business intelligence tools is required.

**Languages:** English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English is required.

**Other:** Proficiency in Microsoft Office suite including Word, PowerPoint and high-level of Excel and other spreadsheets is required. Knowledge of International Public Sector Accounting Systems (IPSAS) is desirable.

**Assessment Method:** Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

**Note to applicants:**

- **APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED**
- **ONLY APPLICATIONS SUBMITTED THROUGH EMAIL [unsco-va@un.org](mailto:unsco-va@un.org) WILL BE CONSIDERED**
- **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT**

**How to Apply. Applications that do not comply with the below standards will not be considered:**

- UNSCO Jobs page <https://unsco.unmissions.org/jobs> includes all current Job Openings (JOs).
- Download a [Personal History "P.11"](#) form. **Any other form of application is not accepted.**
- Complete and save your Personal History Form (P.11) and e-mail it to [unsco-va@un.org](mailto:unsco-va@un.org). All fields in P.11 form must be completed to the best of your knowledge.
- Attach copies of high school diploma and other relevant diplomas, certifications and/or drivers' license that are indicated in the JO as a required or desirable criteria.
- Include a written cover-page application.
- Complete Job Fit Questionnaire (JFQ)
- Indicate the JO number on the subject heading in your email.
- **Internal candidates** are required to attach two latest Performance Evaluation Documents. **External candidates and staff of other UN entities** are required to attach latest two Performance Evaluation Reports if applicable.
- Applications will be screened and evaluated against the specific criteria indicated in a particular JO, and your name may be put forward for that specific JO only.
- In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified accordingly.

**United Nations Considerations**

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity. All employment decisions are made on the basis of qualifications and organizational needs. The UN is committed to creating a diverse and inclusive environment of mutual respect. The UN recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

The UN 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.

The UN shall place 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. (Charter of the UNO - Chapter 3, article 8). The UN Secretariat is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The UN is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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

**At your interview:** To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioural interviews" or "criterion based interviews." Such interviews are based on the concept that past behaviour and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations. More information on competency-based interviews at <https://careers.un.org>