



VACANCY ANNOUNCEMENT
ADMINISTRATIVE SERVICES (AS) PROGRAMME
Financial Resources Management Unit

VACANCY ANNOUNCEMENT NO:	VA 12/013/AS
PUBLICATION/TRANSMISSION DATE:	22 February 2012
DEADLINE FOR APPLICATION	22 March 2012
TITLE AND GRADE:	Finance Assistant, G-4
POST NUMBER:	ZRB-2944-G4-019
INDICATIVE NET ANNUAL SALARY:	Euro 31,426 plus UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The mandate of the Administrative Services Programme is the overall facilitation, support and guidance to programmes and the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the core work and the mandated activities of the secretariat to ensure efficiency, compliance and appropriate accountability, and the facilitation of cross-cutting common services and functions. Responsibilities include the development, implementation and compliance monitoring of administrative policies and procedures for the UNFCCC secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

Responsibilities

Under the general guidance of the Chief of the Financial Resources Management Unit and the direct supervision of the Finance Officer, the incumbent will be responsible for the maintenance of inter-agency accounts (UNDP, UNON, UNHQ), imprest accounts and the processing of transactions in relation to workshops and meetings. Specifically, the incumbent will be responsible for the following tasks:

A. Inter-Agency Accounts maintenance (UNDP, UNHQ, UNON)

1. Service Clearing Account with UNDP

- a. Liaise with programmes and prepare Financial Authorizations to UNDP, obtain the necessary certification and approval, dispatch to the respective office of UNDP and maintain a log sheet of the authorizations
- b. Reconcile the account and prepare monthly statements of account
- c. Create billing documents in the Integrated Management Information System (IMIS) to process the UNDP charges and pass them to the approving officer for approval
- d. Follow up with country offices/UNDP HQ on any disputed charges, resolve the issues or refer to the supervisor if necessary
- e. Maintain the log sheet of the outstanding items indicating the status and action undertaken

2. UN Headquarters and UN Office in Nairobi (UNON)

- a. Undertake reconciliation of the account and prepare monthly statements of account;
- b. Follow up on items that are not clear or without supporting documents;
- c. Maintain the billings log and ensure that it is kept updated when bills are paid;
- d. Follow up on outstanding invoices.

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B. Imprest account and credit card payments maintenance

1. Create billing documents in IMIS to process credit card charges and charges on the imprest account and pass them to the approving officer including preparing the necessary supporting documents and liaising with programmes on obligations to be used
2. Create manual payment vouchers for items without obligations in IMIS
3. Prepare bank reconciliation statement of the imprest account regularly and forward for approval
4. Prepare manual payment vouchers for cheque payments and thereafter prepare cheques and present to the authorized signatories for approval
5. Create deposit vouchers for receipts on the imprest account appearing on the bank statements.
6. Maintain the filing system for all imprest accounts documents

C. General ledger maintenance, processing transactions after meetings and workshops and following up on outstanding transactions

1. Following up with programmes on outstanding third party advances and ensure that they are accounted for and cleared
2. Follow up on unapproved documents and alert the programmes to take the necessary action
3. Prepare invoices and billing to third parties and prepare VAT billings in IMIS
4. Process reallocation of overtime expenses, create the necessary IMIS documents and forward them to the approving officer.
5. Create various documents in IMIS such as incoming payments, notifications letters, billings for DSA payments and other petty cash transactions

D. Other duties as required including serving as back up for other staff within the unit.

Requirements

- Completed secondary education or its equivalent. Certificate/course/formal training in accounting, finance or directly related field highly desirable.
- At least four (4) years experience in the field of accounting and/or finance. Working experience in an international environment an asset.
- Knowledge of an electronic financial system such as IMIS (Integrated Management Information System) or Enterprise Resource Planning (ERP) will be an asset. Proficient computer skills such as Microsoft Excel and Word, accuracy in data entry.
- Attention to details and organizational skills.
- Fluency in English. Working knowledge of German desirable; working knowledge of another UN language an asset.

Evaluation criteria

Professionalism: Good understanding of the functions of the post.

Communication: Good communication skills (spoken and written), including ability to draft and edit standard correspondence.

Planning & Organizing: Good organizational skills and ability to handle work in an efficient and timely manner.

Client (service) oriented: Ability to meet time line for delivery of product or services.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural environment.

Technological Awareness: Fully proficient computer skills include the use of software packages such as Word (including document formatting), Excel, and other relevant software applications.

Commitment to continuous learning: Initiative and willingness to learn new skills.

To apply

Candidates whose qualifications and experience match the requirements for this position, please only use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

Please note:

1. **This post is for local recruitment only. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.**
2. **We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.**