



United Nations High Commissioner for Refugees (UNHCR)

Internal/External Vacancy Announcement

Vacancy Notice No.: IVN/EVN/MOG/18/05

Title of Post	Assistant Finance Officer (on Replacement Capacity)	Level	NOA
Type of Appointment	Fixed Term Appointment	Duration	1 year (Initial)
Position No.	10025294	Date of Issue	6 th July 2018
Location	Nairobi Support Office for Somalia	Closing Date	19 th July 2018

ORGANIZATIONAL CONTEXT.

Assistant Finance Officer position provide technical support with the processing of financial transactions, and monitor compliance with UNHCR and UN Financial Regulations and Rules.

In operations that do not have a Project Control Officer and are not covered by a Regional Project Control Officer, the Assistant Finance Officer must also perform oversight responsibilities with regard to the execution of projects.

The incumbent directly supervises general service staff.

FUNCTIONAL STATEMENT.

Accountability

- UNHCR's financial rules and regulations, policies and procedures are adhered to by the office.
- UNHCR's local cash is safeguarded.
- Monthly accounts are correct and approved.
- Management is promptly informed of major variances in the execution of projects (budgets, finance, implementation or timeframe).

Responsibility

- Contribute to the assessment of budgetary needs for administrative budgets (ABOD); monitor and control ABOD expenditure in the office.
- Analyze, evaluate and control disbursements/receipts, as well as expenditure variances against approved budgets.
- Review vouchers, including ABOD and project disbursements.

- Propose monthly cash requirements for the office, and ensure adequate and timely replenishments of funds;
- Contribute to the preparation and processing of monthly accounts.
- Provide financial status reports to supervisors.
- Analyze and evaluate all financial reports produced on a regular basis.
- Maintain effective business relationships with local banks.
- Support ensuring compliance with UNHCR and UN Financial Regulations and Rules, policies and procedures.
- Ensure that payments are effectuated by the monthly deadline.
- Ensure that monthly accounts are correct and approved, and ensure timely monthly bank reconciliations, including open items, review and clearance of unwanted requisitions and PO balances.
- Conduct regular checks of petty cash and cash accounts
- Assist and perform Admin Functions

Authority

- Verify that all financial transactions are correct and in accordance with UNHCR rules and procedures.
- Prepare office-level financial expenditure reports submitted to the regional office or Headquarters.
- Approve vouchers, including ABOD and project disbursements.

REQUIRED COMPETENCIES

Managerial Competencies

- Managing Performance
- Judgment & Decision Making
- Leadership
- Managing Resources

Cross-Functional Competencies

- Analytical Thinking
- Negotiation & Conflict Resolution
- Political Awareness

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- University degree in Accounting, Finance, or Public or Business Administration, Economics or related field, OR university degree in another field combined with a professional qualification in accounting or finance (CPA/CIA or equivalent)
- Minimum two years of previous job experience in the field of accounting or finance.
- Excellent computer skills, in particular in MS Office applications.
- Excellent communication skills.
- Excellent knowledge of English and working knowledge of another UN language.

*** For National Officer Positions, very good knowledge of local language and local institutions is essential.

DESIRABLE QUALIFICATIONS

- Professional qualification in accounting or finance (CPA/CIA or equivalent).
- Working experience of at least one year in an intergovernmental organization (United Nations or similar).
- Good knowledge of United Nations financial rules and procedures.
- Good understanding of accrual accounting (such as IPSAS or IFRS).
- Working experience with PeopleSoft/Oracle Financial modules.

SUBMISSION OF APPLICATIONS:

Candidates must be Kenyan nationals.

Interested current staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (PPAL).

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **letter of motivation, Personal History Form (attached) by e-mail stating the position title and vacancy notice number in the subject line to: sommohrs@unhcr.org by 19th July 2018.**

The Personal History Form (PHF) is attached and also available at the following link: <http://www.unhcr.org/recruit/p11new.doc>

Shortlisted candidates may be required to sit for a test and/or oral interview. No late applications will be accepted. Only short-listed candidates will be contacted.

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

NB: UNHCR does not charge a fee at any stage of the recruitment process.

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