

United Nations Mechanism for International Criminal Tribunals

FINANCE ASSISTANT, G5 X 2 POSTS

DEADLINE FOR APPLICATIONS	:	08 November 2014
DATE OF ISSUANCE	:	09 October 2014
OFFICE	:	International Residual Mechanism for Criminal Tribunals The Hague
JOB OPENING NUMBER	:	2014/MICT/REG/FIN/018

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

Organizational setting and Reporting:

This position is located in the Finance Section, Registry. The incumbent will perform her/his duties under the so called "double hatting" arrangement between ICTY and MICT under the direct supervision of the Head of Unit to which s/he will be assigned and the overall supervision of the Chief of Finance.

Responsibilities:

The incumbent performs some or all of the following specialized accounting duties depending on the Unit the incumbent is assigned to: •Records accounts receivable and payable, and maintain specific general ledger accounts •Reviews , reconciles and prepares monthly reports for incoming receipts and outgoing expenditures and billings •Clarifies and interprets any intricacies that may arise in the course of the records reconciliation •Prepares journal transactions ensuring compliance with established rules and procedures •Processes payroll based on personnel actions and salary distribution forms •Processes payments to ad hoc officials •Processes payments in connection with purchase of goods and services, ensuring compliance with rules, and that proper documentation's and requirements have been fully met •Examines and processes travel claims in accordance with relevant rules, circulars and instructions; ensures that proper supporting receipts conform to the authorized itinerary •Ensures that funds/prior approval have been properly provided and authorized, recovering travel advances in excess of entitlements •Generates payments from the accounting system and effects payments in the electronic banking system, ensures that all payment vouchers are properly certified and approved before payments are effected •Acts as alternate cash custodian, updates cash balances and prepares cash reconciliation •Responds to queries from staff members and third parties. •Prepares routine correspondence with respect to enquiries related to relevant financial and accounting matters •Maintains and keep up-to-date files. •Other relevant duties as assigned by the Chief of Unit or Section.

Core 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.
- Teamwork – Works collaboratively with colleagues to achieve organisational 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.
- Client Orientation – Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

QUALIFICATIONS

Education: High school diploma or equivalent; demonstrated ability to use computer applications.

Work Experience: A minimum of 5 years of progressively responsible financial experience. Proficiency in the use of office applications (Word Processing and Spreadsheets) is essential. Knowledge of financial rules and regulations (preferably those of the United Nations or other specialized and international agencies). Successfully passed UN Finance Test. Specialized training in finance is an asset. Knowledge of SUN System, PROGEN, or RBS Access Online will be an advantage.

Languages: English and French are the working languages of MICT. For this position fluency in oral and written English is required. Knowledge of French is an asset.

Assessment Method:

There will be a competency-based interview.

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Special Notice:

The appointment is limited to the Mechanism. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format). Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the RMRecruitment@icty.org in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the Administrative Support Assessment Test (ASAT) as per OHRM instructions.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website (www.un.org/icty) and forward electronically AS ONE DOCUMENT to the RMRecruitment@icty.org in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the Administrative Support Assessment Test (ASAT) as per OHRM instructions.