

United Nations Mechanism for International Criminal Tribunals

Finance Assistant, G-7

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| DEADLINE FOR APPLICATIONS | : | 04 October 2017 |
| DATE OF ISSUANCE | : | 05 September 2017 |
| OFFICE | : | Registry/Finance Section |
| LOCATION | : | The Hague |
| JOB OPENING NUMBER | : | 2017/MICT/REG/FIN/040-GS |

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

Organizational setting and Reporting:

The post is located in the Finance Section, Registry of the Mechanism for International Criminal Tribunals (MICT), The Hague Branch. The incumbent will work under the direct supervision of the Finance Officer, Head of Accounts and Cashier.

Responsibilities:

Under the supervision of the Finance Officer, Head of Accounts and Cashier, the incumbent will perform Accounts related functions including month-end and year-end closure related tasks, regular reconciliation of accounts, supervision of billing operations, VAT claims, bank reconciliation, trust fund reports and recording of incoming deposits. The incumbent will also be drafting replies to audit observations. The incumbent is expected to analyse complex and/or unusual accounting transactions and difficult claims for travel, vendors, third parties, taxes, etc; as well as review and reconcile various IOM accounts to ensure appropriate balances and allocation. The incumbent is also expected to develop reports to analyse, monitor and report the accounts on a periodic basis. The incumbent will also assist in the preparation of financial statements for various funds, approve payment and journal vouchers for various claims/payments ensuring compliance with relevant rules and control procedures. He/she will also provide guidance and training (including the preparation of training materials) to staff with respect to transaction processing and the use of Umoja system. Under the supervision of the Head of the Unit, the incumbent will help to provide advice and guidance regarding the United Nations' financial regulations, rules, policies, and procedures to junior staff and clients.

The incumbent will also assist Cashier in cash management issues, including extracting data for cash flow forecasts, liaison with house banks worldwide regarding outstanding items and payment instructions and assist in preparation of periodical reports: cash flow, contributions, project financial reports, etc.

With the Umoja system, the workflow is now more transversal and requires the incumbent to work across organizational lines, as such, the incumbent will troubleshoot issues in cooperation with other service lines (budget, travel office, HR, GSS, etc.). The incumbent is anticipated to draft/prepare memoranda/letters to various offices, departments, and entities. He/she will also be drafting SOPs and training materials on IPSAS/Umoja/Finance as required. The incumbent will help to respond to queries from staff members and third parties as needed. He/she will also perform any other duties as may be required to backstop staff in finance 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; remains calm in stressful situations.

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 the audience; demonstrates openness in sharing information and keeping people informed.

Planning and Organising – 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 honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organisational 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.

United Nations Mechanism for International Criminal Tribunals

MANAGERIAL COMPETENCIES

Managing Performance – Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

QUALIFICATIONS

Education:

High school diploma or equivalent is required. Certificate/coursework/training in accounting, finance or directly related fields is highly desirable. Advance knowledge in Excel. Knowledge of SAP (Umoja), Excel, Access and other analytical tools would be an asset.

Work Experience:

Applicants must possess at least 10 years progressively responsible experience, preferably within the UN system, in administration/ budget/ finance/accounting and other related fields. Experience working with International Public Sector Accounting Standards (IPSAS), or other public accounting standards is desirable.

Languages:

Fluency in oral and written English is required, knowledge of other UN official languages is an advantage.

Assessment Method:

There may be a technical test followed by a competency-based interview.

Special Notice:

The appointment is limited to the Mechanism. **Appointment of the successful candidate to this position will be subject to budgetary approval.** 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-6 and G-7 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) or the MICT website. 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 United Nations Global General Services Test (GGST) as per OHRM instructions.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the MICT website (www.unmict.org) 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 United Nations Global General Services Test (GGST) as per OHRM instructions.
- 2) The appointment of the successful candidate will be on a local basis therefore he/she will be responsible for all travel expenses incurred in connection with this recruitment.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.
