**EXTERNAL/INTERNAL VACANCY NOTICE**

**POST NUMBER POST TITLE LEVEL
#10003825 Finance Associate G6**

**The above vacancy is announced in the Multi-Country Office of the United Nations High Commissioner for Refugees (UNHCR) in Almaty, Kazakhstan.**

**DUTIES AND RESPONSIBILITIES:**

Under the supervision of the UNHCR Assistant Admin/Finance Officer in Almaty, Kazakhstan, the incumbent will perform the following duties:

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| * Prepare financial transactions are correct and in accordance with UNHCR rules and procedures.
* Maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports.
* Select and enter data from a wide variety of documents, verifying accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data.
* Prepare recurring reports as scheduled and special reports as required for budget preparation, audits or other reasons.
* Advise and assist staff members, experts and consultants on all aspects of allowances, salary advances, travel claims and other financial matters, calculate and authorize payments due for claims and services.
* Maintain liaison with officials of local banks to obtain day-to-day information on exchange and interest rates, changes in procedures and regulations and matters pertaining to maintenance of office bank accounts.
* Prepare detailed cost estimates and participate in budget analysis and projections as required.
* Initiate correspondence to verify data, answer queries and obtain additional information on accounts and financial transactions, as required.
* Prepare travel authorizations, travel advances and process travel claims.
* Fulfil any other administrative duties as requested by the Office.
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 **QUALIFICATIONS AND EXPERIENCE REQUIRED:**

* Secondary education with post-secondary training/certificate in Accounting, Business Administration, Finance or related fields.
* Minimum of 6 years of relevant work experience.
* High level of IT affinity (MS Office applications, People Soft).
* Fluency in English and Russian.

**DESIRABLE QUALIFICATIONS & COMPETENCIES**

* Knowledge and work experience of MSRP Finance applications.
* Good knowledge of UN/UNHCR Financial rules and procedures.
* Completion of UNHCR learning programmes or specific training relevant to the functions of the position.

**An interview and written test will be held for this post. Applicants will be contacted ONLY IF THEY ARE UNDER SERIOUS CONSIDERATION.**

**APPLICATIONS:**

**Closing date is 20 February 2020, 18:00 the latest.** Applications should be accompanied by duly completed PHF form and sent for the e-mail address KAZALHR@unhcr.org

**Subject line should precisely indicate: VACANCY ANNOUNCEMENT FOR THE POSITION OF FINANCE ASSOCIATE, UNHCR KAZAKHSTAN**

Almaty, Kazakhstan: 05 February, 2020