

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
THAILAND MULTI-COUNTRY OFFICE
INTERNAL and EXTERNAL VACANCY ANNOUNCEMENT**

Vacancy Notice No. 23/2021

(Re-Advertisement)

*****Please note that this is a re-advertisement. Candidates who already applied to the previous advertisement do not need to reapply.**

Title of Post	Finance Associate	Category/grade	GS-6
Post Number	10007329	Type of contract	Fixed-Term Appointment (FTA)
Location	Bangkok, Thailand	Date of Issue	11 October 2021
Effective date of assignment	As soon as possible	Closing Date	20 October 2021

1. Organizational Setting and Work Relationships

The Finance Associate is normally supervised by a more senior finance colleague who defines general work objectives and provides necessary advice and guidance. The incumbent also refers to UNHCR Manuals and relevant policy papers on financial issues.

The incumbent assists with the processing of financial transactions. S/he keeps frequent contact with staff at various levels in the office and with bank officials to exchange information. The incumbent may supervise some support staff.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

2. Duties

- 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.
- Verify that the financial transactions are correct and in accordance with UNHCR rules and procedures.
- Perform other related duties as required.

3. Minimum Qualifications

Education & Professional Work Experience

3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

Relevant Job Experience

Essential

High level of IT affinity (MS Office applications, People Soft, and/or ERT).

Desirable

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.

Functional Skills (Desirable)

IT-Computer Literacy;

FI-PeopleSoft Financial Management;

UN-UN/UNHCR Financial Rules and Regulations and Procedures;

IT-Enterprise Resource Planning (ERP);

Competency Requirements

Core Competencies

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies

Managing Resources

Cross-Functional Competencies

Analytical Thinking

Technological Awareness

Planning and Organizing

Language Requirements

Fluency in English and Thai

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power. As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

Eligibility:

- Internal staff members should consult the Recruitment and Assignment of Locally Recruited Staff (RALS), UNHCR/AI/2020/1/Rev.1. If you have any question regarding the eligibility, you may also contact the HR unit.
- External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

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, updated factsheet (for internals), signed Personal History Form (for externals) by e-mail** clearly stating the position title, vacancy notice number and your Last Name in the subject line to **THABAHR@unhcr.org** by the closing date. The Personal History Form and its supplementary sheet can be downloaded from: https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm
https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing, or any other fees).

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.

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