

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
INTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No. UNHCR/WAS/006**

<b>Title of Post</b>	<b>Finance Assistant</b>	<b>Category/grade</b>	<b>General Service, G4</b>
<b>Type of contract</b>	<b>Temporary Appointment (3 months with possibility of renewal)</b>		
<b>Location</b>	<b>Washington DC, USA</b>	<b>Date of Issue</b>	<b>19 September 2019</b>
<b>Effective date of assignment</b>	<b>ASAP (1 October 2019)</b>	<b>Closing Date</b>	<b>26 September 2019</b>

**Operational Context:**

The Finance Assistant is normally supervised by the Admin/Finance Officer who defines work objectives and provides regular advice and guidance. The incumbent's workload and the assignments will remain under constant scrutiny and direction of the supervisor. 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 and suppliers to exchange information. The incumbent is also expected to provide administrative assistance to the Regional Office of Washington. The assignments are mostly standard tasks including limited interpretation of subject matter and information exchange between staff in the office, at the duty station and external officials of other institutions to ensure mutual understanding. The incumbent's workload and the assignments will remain under constant guidance and direction of the supervisor.

**Functional Statement:**

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.

**Accountability**

- Financial transactions and reconciliations are processed with in line with relevant policies and procedures.

**Responsibility**

- Compile and verify budget and accounting data by checking files, calculating expenditure and estimating projections.
- Issue PO and non-PO vouchers including monthly salaries of UNHCR national and international staff, daily subsistence allowance to staff going on official missions, cost of air-tickets, requisitions of goods and services based on agreements with the suppliers, office running common cost, rental and salary advances, lease agreements of UNHCR offices, etc.
- Process on-line bank transfers ensuring that bank accounts of staff and suppliers are complete.

- Liaise with other functional units who work closely with Finance Unit on relevant issues.
- If applicable, may be required to assist in the preparation of the VAT refund submissions and monitoring of the reimbursable amounts.
- Maintain efficient and timely archiving system of physical and electronic files to ensure that all documents are accounted for.
- Receive visitors, place and screen telephone calls, respond to routine requests for information and take notes at meetings as and when required.
- Maintain hard and electronic office files and records; classify and code material relating to a variety of topics;
- Receive, review, sort and distribute all incoming and outgoing correspondence, office pouch and material, highlight priority items and attach necessary background information. Maintain a follow up system.
- May be required to maintain/update confidential files.
- Draft routine correspondence, memoranda and reports. Format more complex documents by using the appropriate technology.
- Facilitate implementation of Personnel administrative formalities and processing of documents in relation to official travels, leaves and movements of staff. Support staff members with processing personnel-related documentation.
- Maintain office inventory and stocks of office supplies. Monitor the asset management track to ensure all admin procurements and disposal of UNHCR property are done and recorded accurately.
- Assist the supervisor to monitor and record expenditure/disbursement of funds.
- Following instructions from the supervisor make logistic and administrative arrangements for seminars, workshops, and briefings that may be required by the Office/Division.
- May regulate and monitor routine provision of services and/or shifts from providers, as and when applicable;
- Monitor office/compound facilities and equipment and in consultation with the supervisor take appropriate action to ensure proper functioning at all time.
- Processing travel including purchase of tickets, DSA calculation, PT.8 preparation; arrangement of shipments; conference and workshops facilities arrangements;
- Coordination of necessary logistical services with outsourced support, arrangements for visa issuance, hotel reservations, transportations;
- Preparation of routine correspondence, faxes, memoranda and reports in accordance with Office requirements/needs.
- Serves as back-up support for Admin Assistant
- Perform other related duties as required.

### **Essential Minimum Qualifications and Experience:**

- Secondary education, together with training/certificate in Finance, Accounting, Auditing, Business Administration, Finance, Office Management, Human Resources or related field.
- Minimum four years of previous job experience in the field of administration.
- Excellent computer skills (IT-Computer Literacy)
- Excellent communication skills.

### **Desirable Qualifications & Competencies:**

- Knowledge of MSRP PeopleSoft application or similar software.
- Good knowledge of UNHCR financial rules, regulations, procedures and processes.
- Completion of UNHCR learning programmes or specific training relevant to the functions of the position

### **Required Competencies:**

#### **Core Competencies**

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

#### **Cross-Functional Competencies**

- Analytical Thinking
- Planning and Organizing

#### **Eligibility / Internal candidates:**

Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (IOM/49-FOM/50/2012 dated 15 June 2012). If you have questions regarding your eligibility, you may also contact the HR Unit.

Only applicants who have internal status are eligible to apply to vacancies that have been advertised internally. An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in the country.

Former UNHCR General Service staff members, having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade above, if the seniority requirements are met, for a period of two years following separation.

#### **Legal Status:**

Applicants must have legal residence with valid work permit in the US.

#### **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 signed 1) Personal History Form available at <https://www.unhcr.org/recruit/p11new.doc> if needed, the Supplementary Sheet available at: [www.unhcr.org/recruit/unhcr-phf-sup.docm](http://www.unhcr.org/recruit/unhcr-phf-sup.docm) and 2) a cover letter of motivation by e-mail to [usawaadm@unhcr.org](mailto:usawaadm@unhcr.org) quoting “Admin Assistant, G4” in the subject line of the email.**

**Late or incomplete applications will not 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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