

FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

The Iraq Operation of the United Nations High Commissioner for Refugees (UNHCR) invites qualified candidates to apply for the following vacancy:

Functional Title & Grade: Finance Associate, G6
Position Number: 10021552
Contractual Status: Fixed-term Appointment
Vacancy Code: IRQ/ERB/FTA/2020/013
Duration: One year (there is a lien to this position)
Duty Station: Erbil, Iraq

Date of Issue: 07 April 2020
Deadline for applications: 22 April 2020

Internal/External Vacancy

OPERATIONAL CONTEXT

The Finance Associate is a member of the Admin/Finance section of UNHCR Office in Erbil. S/he is normally supervised by Associate Admin/Finance Officer who defines general work objectives and provides necessary 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 is also expected to generate, analyze various MSRP financial reports and share with the supervisor on regular basis. The incumbent keeps frequent contact with the staff at various levels in the office, finance counterparts in other UNHCR offices and with bank officials to exchange information. S/he will serve as a backup for the Snr Finance Associate and the Snr Finance Assistant. In addition, the incumbent should have exposure to payroll practices, meticulous attention to details, ability to accurately follow policies and instructions, excellent communication skills and demonstrated teamwork experience. Relevant work experience in a multicultural, UN or international organization as well as good knowledge of UN/UNHCR Financial rules and procedures will be considered as asset.

The incumbent will undertake the following responsibilities under the direct supervision of Associate Admin/Finance Officer in Erbil Office.

Functional Statement

Accountabilities:

- Financial transactions and reconciliations are processed in line with relevant policies and procedures.
- A smooth operational work is ensured through timely payments, cash replenishment and monitoring of expenditure and budget balance.
- Financial reports are provided as per financial guidelines and when required.

Responsibilities:

- 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.
- Perform other related duties as required.

Authorities:

- 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.

Competency Requirements:

- Managing Resources
- Analytical Thinking
- Technological Awareness
- Planning and Organizing



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:

- Completion of 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 working knowledge of another relevant UN language or local language.

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.
- Working knowledge of another relevant UN language.

Interested eligible applicants should apply through the provided link <https://www.unhcr.org/iraq-jobs>, attaching the New Personal History Form with a covering letter in English explaining their interest in the position.

Kindly note that only electronic applications submitted through the website will be considered.

Please note that long-listed candidates may be requested to sit for a written test. Only short-listed applicants will be contacted, and engagement is needed immediately.

UNHCR IRAQ