

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL VACANCY ANNOUNCEMENT**

Vacancy Notice No.

Vacancy Notice No. IRQ/BGDFTA/2020/025

Female candidates are strongly encouraged to apply

Title of Post	Senior Finance Associate	Category/grade	General Service, G7
Post Number	10021678	Type of contract	Fixed-term appointment
Location	Baghdad, Iraq	Date of Issue	22 November 2020
Effective date of assignment	01 May 2021	Closing Date	05 December 2020

ORGANIZATIONAL SETTING, WORK RELATIONSHIPS and OPERATIONAL CONTEXT:

The Senior Finance Associate will be supervised by the Senior Admin Office in the Country Office Baghdad 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 works quite independently on regular assignments with an oversight from the supervisor.

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 normally supervises some support staff.

The Senior Finance Associate will supervise two national colleagues in the Finance Unit; s/he will act as the technical approver for Baghdad, Kirkuk and Mosul offices and provide guidance where needed to the supervisees and colleagues in the Field.

The Senior Finance Associate will play an active role in the year end closure of accounts, collating input from various units to compile the cash replenishments requirements on a monthly basis, monthly end closing of accounts. She will also maintain a close liaison with the bank and follow up on any issues to ensure appropriate outcomes are achieved.

The Senior Finance Associate will also liaise with Finance staff from other offices in Iraq to ensure instructions of the supervisor/Senior Admin/Finance Officer are carried out.

The candidate should be fully familiar with People Soft accounting software and be proficient in the use of Focus. The candidate should also be aware of IPSAS accounting standards and have relevant certificates in this field.

S/he should be a team player, be proactive and have a good level of communication skills (written and verbal).

Functional Statement:

Accountability

- 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.

Responsibility

- Maintain ledgers and accounting records for classification and recording of financial transactions and for the reconciliation of accounts and preparation of recurring or special reports.
- Ensure timely and accurate calculation and payment of salaries, allowances, travel claims and other payments to staff members, experts and consultants, vendors and other claimants.
- Contribute to the preparation and processing of monthly accounts.
- Prepare financial data for budget estimates and financial planning.
- Ensure reconciliation of cash books with bank statements.
- Maintain liaison with officials of local banks and financial institutions 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.
- Assist higher-level officers in all aspects of accounts maintenance and budget control by providing reports on financial status, procedures, exchange rates, costs and expenditures and potential funding problems.
- Perform other related duties as required.

Authority

- Verify that the financial transactions are correct and in accordance with UNHCR rules and procedures.
- Prepare financial reports as required.

Essential Minimum Qualifications and Experience:

- Completion of secondary education with post-secondary training/certificate in Accounting, Business Administration, Finance or related fields.
- Minimum of 4 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher.
- 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.
- Knowledge work experience in Financial accounting, Budgeting and General Financial Management.

Required Competencies:

Managerial Competencies

- Managing Resources.
- Managing Performance

Cross-Functional Competencies

- Analytical Thinking
- Planning and Organizing
- Technological Awareness

Eligibility:

Internal candidates (Group 1 and Group 2):

Interested staff members should consult the Administrative Instruction on Recruitment and Assignments of Locally Recruited Staff (RALS) (UNHCR/AI/2020/1/REV.1 dated 01 May 2020). If you have questions regarding your eligibility, you may also contact the HR Unit. Internal candidates are Group 1 and vetted group 2¹ candidates.

Group 1: comprises current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.

Group 2: Group 2 comprises candidates from the categories listed below after completion of one cumulative or continuous year of service in the country of the vacancy. The Group 2 status will be confirmed by DHR or the HR/Admin in the relevant country, as applicable:

- Current locally recruited UNHCR staff members holding a temporary appointment
- Former locally recruited UNHCR staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females)
- National United Nations Volunteers currently working for UNHCR
- National UNOPS and individual contractors currently working for UNHCR
- Current GS staff members holding an indefinite or fixed-term appointment applying to a position in the same category two grades above the staff member's personal grade
- Current UNHCR staff members in the International Professional category holding an indefinite or fixed-term appointment
- Current UNHCR staff members in the NPO category holding an indefinite or fixed-term appointment.
- Current locally recruited female staff members from other UN system Organizations holding the equivalent of an indefinite or fixed-term appointment.

Remuneration:

A competitive compensation and benefits package are 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 Group 2) through the online portal at <https://www.unhcr.org/iraq-jobs/>.

The Personal History Form and its supplementary sheet can also be downloaded from the portal.

¹In order to be considered as group 2 candidates, the applicants must be vetted at the time of applications. To be considered for Group 2 status, candidates must apply for an open call through the following link: <https://www.unhcr.org/iraq-jobs/entry/11409/> and go through the vetting process. Vetting process takes around 8 weeks.

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

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

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