



**Job Opening Reference:** RSCE/TJO/004/02/2019

**Issuance Date:** 8 February 2019

**Deadline Date:** 25 February 2019

**Type of contract:** Temporary Appointment

**Duration:** 6 months

**Department:** RSCE

**Scheduled date for taking up appointment:** ASAP

<b>Title: Finance Assistant</b>	<b>Grade: GS-4</b>	<b>Duty Station: Entebbe, Uganda</b>
<b><u>Please note that this is a locally-recruited position, restricted to Ugandan nationals and/or legal residents of Uganda</u></b>		
<b><u>Women are strongly encouraged to apply</u></b>		

Qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

### **Organizational Setting and Reporting Relationship.**

This position is located in the Regional Service Centre Entebbe (RSCE) and is open to all interested candidates both internal and external. The Finance Assistant at this level reports to the Chief of Unit.

### **Main Duties and Responsibilities**

Please note that these duties are generic to the Centre and may not all be required of the Finance Assistants. Under the supervision of the Chief of Unit, the incumbent will provide support as follows:

- Assists and supports in the computation of staff and non-staff members' entitlements including claims, danger pay, daily subsistence allowance, mission subsistence allowance, voluntary living allowance and any other allowances for payments.
- Assists with the processing of incoming/outgoing interoffice vouchers (IOVs), interoffice billings (IOBs) and intermission billings (IMBs) from/to HQs, agencies, funds, programs and other field missions.
- Assists in the processing of bank reconciliation on a daily basis.
- Verifies that relevant supporting documents have been provided and certified by a duly designated certifying officer for goods and services received, for payments of staff entitlements, travel claims, Agencies etc. to ensure conformity and adherence to applicable United Nations policies such as staff rules, financial regulations and rules, ST/AI issuances or practices, IPSAS policy framework; communicates discrepancies to supervisors.
- Assists with the maintenance of records of incoming and outgoing cash in the cashier's imprest account; monitors cheque stock and cash receipt for replenishments.
- Assists in the preparation of year-end reports for the United Nations Joint Staff Pension Fund (UNJSPF) on all pension contributions made by locally-recruited staff

- Assists in the preparation of supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals.
- Assists in preparation of budget performance submission documents (narrative and supporting tables) reviewing variances between approved budgets and actual expenditures.
- Assists and processes the Centre's redeployment of fund requests under the supervision of the Team Leader.
- Assist with the generation of financial reports.
- File and archive documents as required.
- Performs other duties as assigned.

#### 1. **Competencies:**

- **Professionalism:** Demonstrates excellent knowledge of all forms of finance-related activities; thorough knowledge of finance and accounting systems; ability to work independently in managing difficult situations; proven analytical and evaluative skills. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

#### 2. **Qualifications required to perform the assigned duties of the post.**

##### **Education**

- Completion of High School Diploma
- Technical or vocational certificate in the field of finance, accounting or business administration is highly desirable.
- Solid knowledge of SAP and UMOJA is desirable.

##### **Work Experience**

- A minimum of four (4) years of experience in accounting, financial management, administrative services or related area is required.
- Experience in the administration of a broad range of Allowances and Payments using and ERP/SAP is required.

- Experience in application of Financial Rules and Regulations in an operational, shared services environment in the United Nations or similar International Organization is desirable.

#### Language

- English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.
- Knowledge of another official United Nations language is an advantage.

#### ADDITIONAL IMPORTANT COMMENTS.

1. Please note that failure to comply with the below will render your application invalid for this process.
2. All applicants must apply using a Personal History Profile generated from INSPIRA (visit <https://inspira.un.org> ) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.
3. All applications must be accompanied by the following which MUST be provided at the time of submission:
  - a. Signed Personal History Profile (PHP) as generated from INSPIRA (visit <https://inspira.un.org> to generate an account and the PHP) submitted as a PDF or JPEG attachment to the document.
  - b. Latest performance evaluation report (for internal UN Candidates).
  - c. Copy of High School Diploma.
  - d. Copies of other relevant certificates and diplomas.
4. PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: [RSCE2-Recruitment@un.org](mailto:RSCE2-Recruitment@un.org) WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.
5. **PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.**
6. Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
7. Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted based on the information submitted. Applications cannot be amended after submission.
8. This position is funded for an initial period of six (6) months and may be subject to extension. The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.
9. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.