



TRUCE SUPERVISION ORGANIZATION

JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	17/013
DEADLINE FOR APPLICATION:	15 July 2017
DATE OF ISSUANCE:	16 June 2017
POST TITLE:	Finance & Budget Assistant (Vendors SubUnit)
POST LEVEL:	GS-5
POST NUMBERS:	30912093
SECTION:	Finance & Budget Section
DUTY STATION:	Jerusalem

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Responsibilities

Under the direction and supervision of the Chief of Disbursements Unit and overall guidance of the Chief, Finance and Budget Section, the incumbent performs the following functions:

1. Ensures implementation of operational strategies focusing on achievement of the following results:
 - Full compliance of financial processes and financial records with UN rules and regulations, policies and strategies;
 - Input to the business processes mapping and elaboration of the content of internal Standard Operating Procedures in Finance in consultation with the direct supervisor and office management.
2. Provides accounting support to the Vendor sub-Unit focusing on achievement of the following results:

Payable related

 - Act as focal point with Human Resources Section regarding financial entitlement of Individual uniformed personnel and briefing issues during their deployment on tour of duty in UNTSO mission area;
 - Process check-in and check-out clearance for Individual uniformed personnel including review outstanding debts due from them for recovery.
 - Process travel claims for Individual uniformed personnel for their initial and repatriation travel related claims as well as travel within mission area;
 - Prepare reimbursement of medical expenses for Individual uniformed personnel based on invoices being certified by the Human Resources Section.
 - Act as focal point with Kuwait & UNHQ, New York Payroll Offices for regular monthly submission of AP upload files related to all receivables and recoveries including liberty mileage and private telephone calls from national staff and individual uniformed personnel;

Vendors/third parties payments

 - Prepare timely and accurate payments to suppliers, contractors, landlords, travel agencies, vendors and UN Agencies/offices through Umoja upon verification from requisitioning offices to ensure the accuracy, satisfaction, and correctness and certifies that invoice payment to the vendors and other assignments are processed in timely and accurately in accordance with UN rules and regulations and also consistent with internal control and operating procedures including avoiding duplication of payment;
 - Review and analyze AP/AR ageing reports to ensure receivables open items are kept within set limits of 90 days and one year respectively and that all recovery efforts are promptly exerted by the appropriate staff within reasonable timeframe;
 - Review GL accounts related to AP Ex Travel Agent Invoice Clearing, staff travel/vendors advances, and proper monitoring of vendors retention/bonds ensuring timely clearance;

Others

- Forecast monthly fund required for payments under responsibilities as input for cash management;
 - Run system queries/reports to obtain relevant work data/statistics;
 - Monitor travel related fund commitments and report to amounts identified for liquidation;
 - Maintains transaction records of proper utilization of liquidated and un-liquidated obligations relating to Purchase Orders, Travel Authorizations and other Obligating documents;
3. Supports knowledge building and knowledge sharing focusing on achievement of the following results:
- Participation in the finance related trainings particularly on International Public Sector Accounting System (IPSAS) and Umoja ERP system;
 - Contribution and Sharing of knowledge with team, knowledge networks and communities of practice.
4. Other tasks as assigned by the Chief of Disbursements Unit and/or Chief of the Section.

Competencies

Professionalism: Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Knowledge, skills and ability to extract, interpret, analyse and format data across the full range of finance and budget functions. Ability to identify and resolve data discrepancies and operational problems. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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. **Planning and organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. **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 problems; keeps clients informed of progress or setbacks in projects; meets timeline or delivery of products and services to client.

Education

High school diploma (or equivalent) and a Certificate in Accounting is required.

Work Experience

At least five (5) years of progressive experience in the field of finance and accounting is required.

Languages

Fluency in spoken and written English is required; working knowledge of spoken and written Arabic & Hebrew is highly desirable.

Other Skills

A valid driver's license in Jerusalem is required (**please attach a copy of driver's license at the time of application**). Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required. Experience working with an ERP/SAP system is highly desirable.

Assessment Method

Short-listed applicants may be evaluated through a competency-based interview and/or other assessment methods.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED

How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:

All applicants are strongly encouraged to apply online.

When you visit the UNTSO Website, <http://untsso.unmissions.org> , go to the UNTSO Job Vacancies page where all available vacancies will be listed in the webpage.

1. To start the application process, applicants must download a [Personal History "P.11"](#) form. **Note:** Any other form of application will not be accepted.
 2. Once the download is finished, complete and save your Personal History Form and then e-mail it to the following e-mail address: untsso_staffing@un.org .
 3. In completing the P.11 form, please note that all fields must be completed accurately to the best of your knowledge. Additionally, you are encouraged to fill all of the fields to best convey your personal ambitions.
 4. Your application will be screened and evaluated against the requirements as specified in the particular vacancy and your name may be put forward for that specific announcement only.
 5. In view of the high volume of applications received, only those applicants who are included in the roster will be notified.
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At your interview

The United Nations' greatest asset is the quality of its staff. To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioral interviews" or "criterion based interviews." Such interviews are based on the concept that past behavior and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations.

For more information on competency based interviews, click [here](#).

**Applications should be addressed to: Chief Human Resources Officer, UNTSO
Email: untsso_staffing@un.org**
