
MINUSTAH-JOB OPENING

Internal / External

Job Title & Level:	FINANCE AND BUDGET ASSISTANT, GL-5 (4 posts)
Department/Office:	MINUSTAH/FINANCE AND BUDGET SECTION
Location:	PORT-AU-PRINCE
Posting Period:	11 DECEMBER – 25 DECEMBER 2015
Job Opening Number:	MINUSTAH-2015-NJO-095

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational certificates to Recruitment Unit via email: minustah-recruitment@un.org.

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Org. Setting and Reporting

These positions are located in the Finance Section of United Nations Stabilization Mission in Haiti (MINUSTAH). Incumbents will report to the Chief of Finance and Budget Section.

Responsibilities

Within delegated authority, the Finance and Budget Assistant will be responsible for the following duties:

- Scrutinizes source documents for completeness, accuracy and validity of charges.
- Investigates erroneous charges and takes appropriate corrective accounting actions.
- Communicates with mission SAU's regarding missing documentation or any other issues related to discrepancies.
- Assists in the preparation of supporting documents with respect to finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements.
- Assists the Finance/Budget Officer(s) with data input in the budget instructions.
- Assists in the financial backstopping of trust funds, including monitoring the status of voluntary contributions, and its disbursement.
- Process various third party vendor payments and staff reimbursement including MORSS reimbursement.
- Ensure documents received in the Finance/Budget Section is received and documented for appropriate action.
- Reconciles and reviews suspense accounts and ensure proper clearance procedures have been followed.
- Extracts details of income, expenditure, assets and liability from accounting system in order to analyze and verify accuracy and validity.
- Assists in consolidation of data into financial statements.
- Assists with the monitoring of expenditures to ensure they remain within authorized levels. Examines the validity of requests for increases in imprest levels; prepares disbursement vouchers to replenish imprest accounts.
- Prepares worksheets and assists with the preparation of financial statements.

- Provides guidance and training to colleagues as required.
- Drafts/prepares memoranda and/or cables to various offices, departments and overseas offices.
- Responds to queries from staff members and third parties.
- Performs other duties as may be required.

Competencies

Professionalism: Shows pride in work and 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.

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.

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.

Education

High school diploma is required. Formal training/certification in the field of Finance/accounting/business administration considered an advantage.

Work Experience

At least five (5) years of progressively responsible experience in or administrative support related to finance and accounting is required.

Languages

English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written English and French are required.