



JOB OPENING

Functional Title & Level:	Finance and Budget Assistant (GS-6)
Org. Unit:	Budget and Finance, Operations & Resource Management
Duty Station:	Port-au-Prince
Posting Period:	8-14 September 2017
Job Opening Number:	MINUJUSTH-GJO-2017-033

Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Finance and Budget Assistant (GS-6)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit ONLY their Personal History Profile (PHP) via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Finance and Budget Assistant (GS-6)** usually reports to a Budget and Finance Officer or to the head of Section/Unit.

Responsibilities:

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

- Participates in the monthly and yearly closing of accounts procedures in ERP (Umoja).
- Analyzes accounting transactions and all open items in the accounting system ERP (Umoja) for corrective actions and makes recommendations to the Chief of Unit/Section on appropriate follow-up procedures.
- Reviews and reconciles various clearing accounts and investigate erroneous/invalid entries to take appropriate corrective accounting action.
- Processes 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 preparation of the bank reconciliation on a daily basis.
- Reviews current budget period commitments to ensure their validity to carry them forward and cancel outstanding commitments where not valid;
- Verifies that relevant supporting documents have been provided, confirming that goods and services have been received in accordance with the contract, agreement, purchase order or other form of undertaking by which they were ordered and that they have been certified by a duly designated certifying officer before vouchers are processed and/or submitted to approving officers for further review and approval.
- Reviews relevant banking details including amendments of banking details in the Business Partner (BP) for wire transfer payments, to ensure that payments are made only to those to whom the organization legitimately owes funds for goods and services actually received.
- Assists with the computation of staff members' entitlements including salaries, claims, daily subsistence allowance, mission subsistence allowance, voluntary living allowance and any other allowances for payments.
- Reviews relevant documentations for payments and accounting entries e.g., payroll, payment of staff entitlements, final payments, travel claims, vendor invoices, agencies, etc., to ensure conformity and adherence to applicable United Nations policies e.g., applicable staff rules, financial regulations and rules, ST/AI issuances or practices, IPSAS policy framework etc.
- Assists, review and prepare year-end reports for the United Nations Joint Staff Pension Fund (UNJSPF) on all pension contributions made by locally-recruited staff.
- Assists in the review, analysis and preparation of cost estimates and budget proposals, in terms of mission's resourcing requirements such as staff and non-staff requirements, including programmatic aspects.
- Assists with the review of justification for resource requirements for budget submissions in coordination with relevant Sections/Offices on related issues during preparation of the budget proposals
- Assists in monitoring extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Monitors budget implementation/expenditures and assist with the reallocation and re-deployment of funds as necessary.
- Verifies accuracy of input data, ensuring consistency of data in previous allotments to new allotments issued.

- Assists in preparation of budget performance submissions and finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.
- Prepares, disburse and release payments by cheques, cash or wire transfer; assist with exception payments for corrective actions.
- Identifies and annotate bank account movements and monitors bank balances of the mission's accounts.
- Assists in cash management, including preparing cash flow replenishment.
- Record incoming cash and outgoing cash in ERP (Umoja) to/from the cashiers imprest
- Assists to make sure cash in vault is replenished timely to avoid shortage of cash
- Monitors cheque stock and cash receipt vouchers and requests for new stock as required.
- Reviews documents assigned to payment lists to ensure that partner banks commensurate with payment methods to avoid rejected or returned payments
- Coordinates/Assists with filing and archiving of financial records as required.
- Drafts or prepares correspondence to respond to enquiries in respect to budgetary and financial matters.
- Assists in the maintenance of fixed asset register, as required.
- Performs other duties as assigned.

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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **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.

Education

High school diploma or equivalent is required. Technical or vocational certificate in accounting, finance, Budget or related fields is required.

Work Experience

A minimum of seven (7) years of experience within the United Nations system or in the private sector in accounting, budgeting and financial management or related area is required. Experience working with a large international organization is required.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English or French, (both oral and written) is required. Working knowledge of other is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.