



JOB OPENING

Functional Title & Level: Senior Finance and Budget Assistant (GS-7)

Org. Unit: Budget and Finance, Operations & Resource Management

Duty Station: Port-au-Prince

Posting Period: 6-12 October 2017

Job Opening Number: MINUJUSTH-GJO-2017-035

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 **Senior Finance and Budget Assistant (GS-7)** 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 **Senior Finance and Budget Assistant (GS-7)** 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:

- Computes 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.
- Oversees the processing of incoming and outgoing interoffice vouchers (IOVs), interoffice billings (IOBs) and intermission billings (IMBs) from/to HQs, agencies, funds, programs and other field missions.
- Prepares bank reconciliations of mission house banks on a daily basis.
- Analyzes receivables, payables and all open items and implement corrective actions.
- Verifies that relevant supporting documents have been provided and certified by 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.
- Supervises the disbursement and release of payments by cheques, cash or wire transfer; ensure corrective actions are taken for exception payments.
- Supervises cash management including the preparation of cash flow replenishments, correct recording of incoming and outgoing cash in the cashier's imprest account; monitors cheque stock and cash receipt for replenishments.
- Supervises and reviews year-end reports for the United Nations Joint Staff Pension Fund (UNJSPF) on all pension contributions made by locally-recruited staff.
- Analyzes complex/unusual 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.
- Oversees the reviews and reconciliation of various clearing accounts and investigate erroneous/invalid entries to take appropriate corrective accounting action.
- Prepares supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals; review and guide in the elaboration of resource requirements for budget submissions.
- Monitors extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Prepares budget performance submissions and finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.
- Processes the mission's redeployment of fund requests in accordance with the established procedures.
- Monitors budget implementation/expenditures with approved budget to ensure they remain within authorized levels; analyses discrepancies for Supervisors attention/ and or corrective actions.
- Advise and guide the review of current budget period commitments to ensure their validity to carry forward and cancel outstanding commitments not valid;
- Provides advice, financial interpretations, adaptations and corrective actions in response to audits and other queries to ensure adherence to the UN Financial Regulations and Rules, Staff Rules, Administrative Instructions, Bulletins and Circulars under the supervision/guidance of the Finance and Budget Officer.

- Assists in the maintenance of fixed asset register, as required.
- Identifies and annotate bank account movements and monitors bank balances of the mission's accounts.
- 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.
- **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.

Education

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

Work Experience

A minimum of ten (10) years of experience within the United Nations system or in the private sector in accounting, budgeting and financial management or related area.

Languages

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

Assessment

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