


Open to Internal and External Candidates
VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT:	VA-GSC-17-18 (011)
DATE OF ISSUANCE:	11 September 2017
DEADLINE FOR APPLICATIONS:	24 September 2017
POST TITLE AND LEVEL:	Finance and Budget Assistant (GS-5)
DUTY STATION:	Brindisi, Italy
SECTION/UNIT:	Central Service/Finance and Budget Section

DUTIES AND RESPONSIBILITIES

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

- Assists with 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 Headquarter's (HQ's), agencies, funds, programs and other filed missions.
- Assists in the processing of bank reconciliation on a daily basis.
- Assists in the review and analysis of receivables, payables and all open items for corrective actions.
- 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, SecreTariat/Administrative Instruction (ST/AI) issuances or practices, International Public Sector Accounting Standards (IPSAS) policy framework; communicates discrepancies to supervisors.
- Assists with the disbursement and release payments by cheques, cash or wire transfer; assist with exception payments for corrective actions.
- Assists with the preparation of cash flow replenishments; maintains the records of incoming and outgoing cash in the cashier's imprest account; monitors cheque stock and cash receipt for replenishments.
- Assists, reviews and prepares year-end reports for the United Nations Joint Staff Pension Fund (UNJSPF) on all pension contributions made by locally-recruited staff.
- Prepares supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals; assists supervisors in the elaboration of resource requirements for budget submissions.
- Assists in monitoring extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Assists in preparation of budget performance submissions and finalization of budget performance reports, analysing variances between approved budgets and actual expenditures.
- Assists and processes the mission's redeployment of fund requests in accordance with the established procedures.
- Supports the monitoring of budget implementation/expenditures with approved budget in ensuring they remain within authorized levels.
- Assists with the review of current budget period commitments to ensure their validity to carry forward and cancel outstanding commitments which are not valid.
- Performs other related duties as required.

COMPETENCIES

- **Professionalism:** Knowledge of, and ability to apply financial regulations, rules, policies 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, including programme development and database management, claims and treasury operations. 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 personal agenda; supports and acts in accordance with final group decision, even such decisions may not entirely reflect own position: shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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.

MINIMUM QUALIFICATIONS AND SKILLS REQUIRED

Education: High school diploma or equivalent is required. Technical or vocational certificate in accounting, finance, budget or related fields is a requirement.

Experience: A minimum of five (5) years of progressively responsible experience within the United Nations system or in the private sector in accounting, budgeting and financial management or related area. Proven proficiencies in MS Office, and an Enterprise Resource Planning (ERP) are required. Familiarity with the Financial Regulations and Rules of the United Nations (ST/SGB/2013/4) 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.

The United Nations is an Equal Opportunity Employer. In an effort to improve the gender balance within the organization, female candidates are strongly encouraged to apply.

Interested internal candidates who possess the relevant qualifications and experience, should submit an up-to-date UN Personal History Form (P.11) and an application for vacancy (form P296) with a copy of the two latest e-Performance quoting **VA-GSC-17-18 (011)** by email only to: ungsc-hr@un.org

External candidates who are either EU nationals or possess the right to live and work in Italy and possess the relevant qualifications and experience should also submit their UN Personal History Form (P.11) quoting **VA-GSC-17-18 (011)** by email only to: ungsc-hr@un.org.

Shortlisted candidates might be invited for a competency-based interview and/or undertake a preliminary assessment.

Please indicate VA-GSC-17-18 (011) in the subject line of your e-mail.

APPLICATIONS MUST BE RECEIVED BY THE DEADLINE: 24 September 2017