

VACANCY NOTICE

JO#36786 - Senior Finance Assistant

Eligible Applicants

This Job Opening is available to eligible UNHCR staff members and external applicants. Candidates must be legally present in Hungary at the time of application, recruitment and hire. Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

Procedures and Eligibility

Interested applicants should consult the Administrative Instruction on Recruitment and Assignment of Locally Recruited Staff (RALS).

Duties and Qualifications

Senior Finance Assistant

Organizational Setting and Work Relationships

The Senior Finance Assistant is normally supervised by a more senior finance colleague who defines work objectives and provides regular advice and guidance. The incumbent also refers to UNHCR Manuals and relevant policy papers on financial issues.

The incumbent assists with the processing of financial transactions. S/he keeps frequent contact with staff at various levels in the office and with bank officials to exchange information.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties

- Maintain financial records for project or other office accounts for which responsibility is assigned.
- Record receipts and payments, assure accuracy of computation and completeness of documents and maintain continuing status of allotments against obligations.
- Prepare recurring reports on assigned accounts, noting problems resulting from excess cost or less-than-expected receipts.
- Prepare special reports to clarify problems or as requested for other reasons.
- Calculate and compile cost estimates and projected budget requirements and assist in preparation of budget statements for area of assignment.
- Prepare routine correspondence and maintain contracts with others to discuss matters concerning accounts and related assignments.
- Maintain contacts with local banks to clarify questions pertaining to office bank accounts.
- Brief and assist new staff on basic financial procedures and requirements with respect to payments, entitlements, banking and currency provisions and other requirements relating to accounts and finance.
- Initiate correspondence to verify data, answer queries and obtain additional information on accounts and financial transactions, as required.
- Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience
Years of Experience / Degree Level

For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

NOTE: A completed and relevant minimum first level university degree (equivalent to BA or higher) shall count in full (100%) towards the required years of work experience. Priority will be given to eligible applicants meeting the full requirements.

Salary range: NET 431,375 HUF- NET 505,304 HUF

Field(s) of Education

Not applicable

Certificates and/or Licenses

Accounting; Business Administration; Finance; HCR Learning Prog;
(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Not specified

Desirable

Not specified

Functional Skills

IT-Computer Literacy

FI-ERP Financial Management (SAP, Oracle, PeopleSoft, Workday and other)

IT-Microsoft Office Productivity Software

(Functional Skills marked with an asterisk* are essential)

Language Requirements

For International Professional and Field Service jobs: Knowledge of English and UN working language of the duty station if not English.

For National Professional jobs: Knowledge of English and UN working language of the duty station if not English and local language.

For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

Position Competencies

Core Competencies

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Cross-Functional Competencies

Analytical Thinking
Technological Awareness
Planning and Organizing

Language Requirements

Please also note that English and Hungarian are essential for this Job Opening.

Closing Date

The closing date is 26/05/2022.
The position number is #10024122

BENEFITS:

Annual leave: UNHCR staff members holding a fixed-term appointment will accrue annual leave at the rate of 2.5 working days for each full calendar months of service (i.e. 30 working days per year). Pension system: Staff members holding a fixed-term appointment will become participants in the United Nations Joint Staff Pension Fund (UNJSPF).

Health insurance plan: locally recruited staff members in Budapest will be enrolled in the Medical Insurance Plan (MIP). The coverage is also optionally available for eligible family members.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted. UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation. UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

Operational context

Senior Finance Assistant

This role is within the Centre Management Unit of the Global Shared Services Centre. CMU provides various services to counterparts and staff, including Travel, Finance, Admin, Building maintenance and HR. This G5 role is situated within the Travel and Finance Sub-unit. The core function of the position is expected to be mission travel administration, including Travel Authorization preparation, ticket selection, liaison with staff and travel agency, travel advance payment, travel claim processing and other regular finance tasks such as invoice payment, VAT reclaim etc.

However due to the changing environment and the pandemic situation during some periods when the travel area is less demanding, the incumbent will be assisting other sub-units: administration and also the human resources team with various on demand tasks.

Therefore, the incumbent is requested to have good organizing skills, needs to change between tasks as per their priorities and will report to multiple units during their tenure in the position. The level of sharing (number of days assigned) between sub-units will mainly depend on the core function workload and needs of the units.

Application can be submitted here:

https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SC_HJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&Siteld=2&JobOpeningId=36786&PostingSeq=1