



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

SHORT TERM ASSIGNMENT ON PART-TIME BASIS (20 hours per week)
- Support Staff Position -

ADMINISTRATIVE SERVICES
Financial Resources Management Unit (FRMU)

ANNOUNCEMENT NO:	08/TA05
PUBLICATION DATE:	3 April 2008
DEADLINE FOR APPLICATION	17 April 2008
TITLE AND GRADE:	Finance Assistant, G-4
INDICATIVE MONTHLY NET SALARY:	EUR 1,012 to EUR 1,163, plus other UN benefits
DURATION OF APPOINTMENT:	Initially six months with starting date as soon as possible
DUTY STATION:	Bonn, Germany

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Financial Resources Management Unit is responsible for: preparing the programme budget; managing all trust funds of the secretariat; managing and maintaining UNFCCC accounts; acting as the IMIS focal point of the secretariat; answering audit queries and observations, and implementing audit recommendations; providing guidance and advice concerning UN financial rules and regulations; supporting the work of the Supplementary Funding Review Committee (SFRC)

Functions to be performed

Under the overall supervision of the Chief Financial and Administrative Operations and the direct supervision of the Finance Officer, the Finance Assistant will assist with the financial accounting and reporting. Specifically, the incumbent will be responsible for the following tasks:

1. Investigate and follow up on outstanding receivable and payable transactions;
2. Maintain monthly reconciliation file and submit it for supervisor's review;
3. Assist with the accounting for DSA disbursements and petty cash transactions during meetings and workshops administered by the secretariat by entering travel claims in IMIS, preparing manual vouchers for the petty cash and filing documentation;
4. Responsible for the processing of transactions authorized via the UNDP service clearing account and the maintenance of a monthly reconciliation file;
5. Reconcile the balances of other inter-agency accounts and brings to the attention of the Finance Officer information related to outstanding transaction;
6. Provide support and assistance to program departments in the provision of financial income and expenditure reports or customized reports as requested;
7. Perform other duties as required.

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Requirements

- Completed secondary education or its equivalent. Certificate/course/training in accounting, finance or directly related field highly desirable.
- Very good command of Word, Excel and Adobe software as well as electronic mail and internet browsers in a Windows environment. Experience with customized databases or electronic record tracking is an advantage;
- At least four (4) years' relevant experience in the field of accounting, finance or related field
- Fluency in oral and written English. Working knowledge of German and/or other United Nations language desirable.

To apply

Quoting Announcement Number 08/TA05, applicants are requested to complete and submit a United Nations Personal History form (P11) to be found on our website unfccc.int - at this stage no signature is needed on the P11 form - preferably via email to vacancies@unfccc.int or by fax/regular mail to:

**Chief Human Resources Unit
Climate Change Secretariat (UNFCCC)
P.O. Box 260 124
D-53153 Bonn, Germany
Fax (49-228) 815-1999**

Please note:

1. **All travel, interview and relocation costs incurred to take up this temporary assignment are at the expense of the applicant.**
2. **We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.**