



ANNOUNCEMENT FOR TEMPORARY APPOINTMENT

Finance Assistant, G-5
Administrative Services (AS) Programme
Financial Resources Management Unit

| Deadline for application | Announcement number | Expected date for entry on duty | Duration of appointment | Duty Station |
|--------------------------|---------------------|---------------------------------|-------------------------|---------------|
| 26 July 2017 | 17/TA15/AS | 1 August 2017 | Six months | Bonn, Germany |

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The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the historic Paris Agreement by a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

The mandate of the **Administrative Services (AS) Programme** is the overall facilitation, support and guidance to programmes and the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the core work and the mandated activities of the secretariat to ensure efficiency, compliance and appropriate accountability, and the facilitation of crosscutting common services and functions. The Financial Resources Management Unit is part of the Administrative Services (AS)

What will you be doing

Under the direct supervision of the Finance Officer, you will provide a wide range of finance support functions. Your duties include but may not be limited to:

Accounts payable processing:

- Supporting the registration and distribution of invoice for processing;
- Entering invoices in UNFCCC ERP system "UMOJA" for payment processing;
- Monitoring the status of payment of vendor invoices and preparing reports on the status for programmes monthly;
- Follow-up and clarification with programmes and vendors on pending item;
- Account reconciliations for the AP subledger which includes analyzing the transactions, following up with programmes on any discrepancies and providing guidance on action to be taken in UMOJA;
- Filing and preparing documentation for External Board of audit purposes.

Daily Subsistence Allowance (DSA) disbursements and recording:

- Assisting in collecting payment requests from other entities;
- Supporting the planning and set-up of payment facilities for the COP & possibly the Pre-COP
- Monitoring and review of payment requests for funded participants;
- Timely processing of expense reports for delegates' DSA;
- Billing of DSA payment made on behalf of other entities and following up on the settlement of all outstanding receivables related to such payments.
- Supporting the bank/cash ledger reconciliation for year-end purposes



You will perform other job related activities, including backstopping for colleagues in the unit.

What are we looking for

Educational background

Required: Completed secondary education or its equivalent. Certificate/course/formal training in accounting, finance or directly related field desirable

Experience

Required: At least five years' experience in the field of accounting, finance/budget or administration. Working experience in an international environment an asset.

Language skills

Required: Fluency in English

Desired: Working knowledge of another UN language an asset.

Specific professional knowledge

Required: Excellent MS Excel skills especially for financial analysis, good accounting knowledge (double-entry), knowledge in finance/budget modules of ERP systems is highly desirable. Basic knowledge of IPSAS is desirable.

Job related skills

Required: Proficient computer skills such as Microsoft Excel and Word, accuracy in data entry, attention to details and organizational skills.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

Please note:

1. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A valid work permit for Germany is required. Non-local candidates will be considered only when no suitable candidate from the duty station is identified. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn 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.
3. Indicative net monthly salary: Euro 3,097.00 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>
