



## VACANCY ANNOUNCEMENT

**Associate Finance Officer, P-2**  
**Administration and Operations Division**  
Administrative Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
27 April 2025 23:59 hrs CET	VA 25/015/A&O	As soon as possible	Two years with possibility of extension	Bonn, Germany

Publication date: 11 April 2025, Post number: 30526150 Funding: 62ZRB

**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 Paris Agreement through 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.

### **Where will you be working**

The position is located in the Finance team, which is accountable for managing the financial accounts of the organization and related financial reporting including the preparation of the financial statements as per International Public Accounting Standards (IPSAS).

Reporting to the Chief Accountant (P4), the incumbent is responsible for processing and monitoring the entire range of accounting transactions including providing financial analysis and reporting on the organization's IPSAS compliant accounts. The incumbent will also support the maintenance of UNFCCC's financial management as a whole as well as related policies and procedures. In addition, the incumbent will assist in the preparation of the annual financial statements and contribute to related audit queries.

### **Your responsibilities**

More specifically, the Associate Finance Officer's responsibilities include:

- Collects, reviews and analyses relevant accounting data for the main accounting areas (accounts receivable, accounts payable, clearing accounts, bank reconciliations, cost recovery);
- Prepares, reviews and/or approves accounting records and financial data for accuracy and compliance under the guidance of the Chief Accountant and Head of FRMU;
- Assists in ensuring that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained;
- Trains and supports client programmes on procedures to be followed for IPSAS compliant financial information;
- Processes and approves journal vouchers, accounts payable and accounts receivable documents in the existing ERP system;
- Reviews open items and suspense accounts balances during the year and prepares adjusting entries as required before preparation of financial statements;
- Involved in the year-end financial statement process including the preparation of year end



journals, and financial statement tables as assigned.

- Prepares and submits financial statement statistics to the Chief Executive Board for Coordination (CEB) secretariat by established deadline.
- Support secretariat meetings including payment to dsa participants, reconciling and processing DSA payments in Umoja, resolving DSA related queries.
- Prepares monthly, quarterly and annual account reconciliations to identify discrepancies and other errors and initiates their correction and avoidance of such errors in the future;
- Participates in and supports the annual account closures including pre-close and mid-year review activities in all accounting areas providing input and feedback to all stakeholders involved;
- Collects data required for the preparation of financial statements by using existing reporting tools as well as introducing new methods and tools to improve efficiency and reliability of financial reporting;
- Supports the Chief Accountant in all audit-related matters;
- Acts as an approving officer for payment requests;
- Supports the development of new or update of existing accounting policies and procedures;
- Performs any other duties in the area of competence as required for the proper functioning of the office.

### **Competencies**

**Applying Professional Expertise:** Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

**Being Accountable:** Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

**Being Responsive to Clients and Partners.** Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

**Working with Teams:** Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

### **Your qualifications**

#### **Educational Background**

**Required:** Advanced university degree (Master's degree or equivalent) degree in accounting, finance, economics, business/public administration, mathematics, or related area. A first-level university degree



in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Certification as a Certified Public Accountant (CPA), Chartered Accountant (CA) or equivalent is an asset.

### **Experience**

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**Required:** At least two (2) years of relevant professional working experience in accounting, finance, budget, or related area in an international environment with IPSAS/IFRS is required. Experience should include hand on experience in different accounting areas including accounts payable, accounts received, fixed and intangible assets, general ledger accounting. Experience working with an ERP system and in data analytics skills for information management, data analysis and visualization, dashboard creation and report development is desirable. Prior experience in audit is an asset.

### **Language skills**

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**Required:** Working knowledge of English is required.  
Knowledge of other UN official language is an asset.

### **What is the selection process?**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

### **How to apply:**

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

### **Please note:**

1. Service is limited to the UNFCCC secretariat.
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.

Indicative net annual salary and allowances:

US\$ 55,163

(plus variable post adjustment, currently 32.0% of net salary),

plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.