



VACANCY ANNOUNCEMENT

Associate Finance Officer, P-2

Administrative Services, Human Resources,
and Information and Communication Technology Division

Financial Resources Management Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
26 December 2019 23:59 hrs CET	VA 19/003/AS	As soon as possible	One and half year with possibility of extension	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 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.

The **Administrative Services, Human Resources, and Information and Communication Technology Division** will deliver a wide range of operational services that will support the intergovernmental process, related institutions, bodies and mechanisms, including conferences and meetings, the regulatory systems under the Kyoto Protocol, and the daily operations of the secretariat and its divisions.

The **Financial Resources Management unit** manages the secretariat's budget and reporting process, including preparing division budget documents and supporting its consideration by the Parties. It provides support to the senior management and divisions on budgetary and financial matters.

Where will you be working

You will join the Finance Team and will work under the general guidance of the Chief, Financial Resources Management unit and the direct supervision of the Finance Officer.

Your responsibilities

You will carry out a wide range of duties and functions in relation to the financial accounting, as well as the maintenance, monitoring and reporting of financial data for the organization. You will be responsible for collecting and analysing data in collaboration with the client programmes, in order to coordinate and process the periodic financial transactions and accounting period closures. Additionally, you will liaise with, and advise client programmes on financial transactions and requirements based on the International Public-Sector Accounting Standards (IPSAS), including approval of various financial transactions while interpreting the relevant rules, regulations and standards as an approving officer.

A. Processing and monitoring a range of accounting transactions and providing analysis and recommendations within the area of IPSAS compliant accounting and processing, you will:

1. Collect, review and analyse relevant data for the main accounting areas (accounts receivable, accounts payable, clearing accounts, bank reconciliations, cost recovery);



2. Prepare, review and/or approve accounting records and financial data for accuracy and compliance under the guidance of the Finance Officer;
 3. Assist in ensuring that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained;
 4. Train and support client programmes on procedures to be followed for IPSAS compliant financial information;
 5. Process and approve journal vouchers, accounts payable and accounts receivable documents in the existing ERP system;
 6. Review open items and suspense accounts balances during the year and prepares adjusting entries as required before preparation of financial statements;
 7. Perform any other duties in this area of competence as required.
- B. Supporting the maintenance of UNFCCC's financial accounts and assisting in the preparation of the annual financial statements and related audit, you will:
1. Prepare monthly, quarterly and annual account reconciliations to identify discrepancies and other errors and initiate their correction and avoidance of such errors in the future
 2. Participate in and support the annual account closure work including pre-close and mid-year review activities in all accounting areas providing input and feedback to all stakeholders involved;
 3. Collect data required for the preparation of the financial statements by using existing reporting tools as well as introducing new methods and tools to improve efficiency and reliability of financial reporting;
 4. Support the Finance Officer in all audit-related matters.
- C. Additionally, you will
1. Act as an approving officer for payment requests;
 2. Support the development of new or update of existing accounting policies and procedures;
 3. Perform any other duties in the area of competence as required

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.

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

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.



Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background

First level university degree (B.A. or equivalent) in accounting, finance, economics, business/public administration, mathematics, or related area. Certificate as Public Accountant (CPA), Chartered Accountant (CA) or equivalent is highly desirable.

Experience

At least three (3) years of progressive and professional experience in accounting, finance, budget, or related area in an international environment with IPSAS/IFRS is required. Experience should include working with financial management of fixed and intangible assets.

Language skills

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

Specific professional knowledge and skills

Good knowledge of IPSAS standards for general financial operations, as well as for financial management of fixed and intangible assets is required. Good understanding and knowledge of SAP or other ERP systems for financial and accounting modules is highly desired, especially in the UN context (UMOJA).

Financial analytical skills and ability to identify issues, to formulate options and make conclusions and recommendations related to accounting issues. Excellent communication skills both verbally and written, and ability to adapt the language based on the client profile. Data analysis skills to produce numerical and statistical reports related to financial issues.

What is the selection process

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

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>.



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Please note:

1. Qualified women candidates and candidates from developing countries are especially encouraged to apply.
2. Service is limited to the UNFCCC Secretariat.
3. 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.
4. Indicative net annual salary and allowances:
US\$ 47,322 to 53,865
(plus variable post adjustment, currently 28.4% of net salary),
plus other UN benefits as indicated in the link below:

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