



VACANCY ANNOUNCEMENT

Chief Accountant, P-4 AS/HR/ICT Division, AS Subdivision

(This is a re-advertisement of VA 21/079/AS/HR/ICT published in January 2022; candidates who continue to be interested in the position need to apply again)

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
19 May 2023 23:59 hrs CET	VA 23/053/AS/HR/ICT	As soon as possible	Two years 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 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 you will be working

This position is located the UNFCCC secretariat in Bonn, Germany, in the **Financial Resource Management unit (FRMU)** of the **Administrative Services, Human Resources and Information and Communication Technology (AS/HR/ICT)** division.

What you will be doing

Reporting to the Chief, Financial Resources Management unit, P-5, you will head the **Finance team**, whose key responsibility is managing the secretariat's accounts and includes preparing the secretariat's financial statements and monitoring accounts comprising cash, fixed assets, receivables, liabilities, income and expenditure. The unit also provides financial services such as approving payments and processing journal vouchers, as well as facilitating the implementation of the International Public Service Accounting Standards (IPSAS).

Your responsibilities

Particular activities will include the following:

- Lead the complete accounting operations, encompassing a wide variety of funding sources, a large volume of transactions, and interrelated accounts;
- Undertake special reviews of operational objectives and related financial policies and procedures affecting the Organization's accounting and financial systems; take the lead in designing and implementing required changes to improve accounting processes and approaches;
- Lead financial year-end closing and preparation of the secretariat's audited financial statements; respond to internal/external audit observations;
- As approving officer, approve payments for services, equipment, supplies and other operating expenses, ensuring that they are in accordance with the Financial Regulations and Rules of the UN;



- Analyse accounts, review/prepare regular financial reports and provide data for the preparation of annual reports and performance reports; highlight potential issues, providing input to managers and implementing solutions with respect to problem transactions and irregularities;
- Ensure that accurate and complete accounting, reporting and internal control systems are functioning, and that all relevant records are maintained;
- Provide advice, financial interpretations, adaptations and corrective actions in response to audits and other accounting queries to ensure adherence to UN Financial Regulations and Rules, Administrative Instructions, Bulletins and Circulars;
- Guide, train and supervise the team as appropriate, and evaluate team member performance;
- Perform any job-related activity required to meet the overall goals and objectives of the Financial Resource Management unit, the Administrative Services subdivision, as well as those of secretariat-wide mandates.

Core competencies of your role:

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Being Accountable: Oversees the responsible use of the UN funds, assets and resources, and identifies ways to increase efficiency and effectiveness; Ensures that work delivered by the team is complete, accurate and of the highest quality; Promotes compliance with UN rules and regulations, and articulates the benefits of established procedures; Actively builds a climate of accountability among all staff in the team; Promptly and systematically addresses lapses in accountability within the work unit.

Managerial Competencies of your role:

Managing Performance and Developing People: Sets clearly defined and realistic objectives, and articulates expectations in consultation with staff; Monitors progress and provides regular feedback on performance; Praises good performance and recognizes improvement; Encourages risk taking, and supports staff who demonstrate creativity and initiative; Deals promptly with poor performance and lack of compliance with rules; Appraises performance fairly and in accordance with the established process and timeframe. Supports the development and career aspirations of staff; Promotes and serves as role model for adequate work-life balance and a positive working environment. Attends to particular circumstances and needs, for example, of women or staff with family or children; Provides regular and ongoing coaching for staff to guide their development and strengthen their abilities, including in the context of current challenges or emerging priorities; Actively identifies and seeks the talent and skills needed for a high-performing team.

Exercising Sound Judgment and Decision-Making: Makes decisions in line with overall organizational priorities and department / office goals; Consults with stakeholders on decisions that affect them; Consults with stakeholders on decisions that affect them Demonstrates the ability to make and defend difficult decisions; Identifies urgent decisions and makes them expeditiously in light of available information; Shows openness to reconsider a course of action as a situation evolves and to modify decisions if that would allow for a better outcome; Identifies the key issues in complex situations, and gathers relevant facts, data and evidence to fully address those issues. Considers the positive and



negative impact of decisions and analyses the different options and alternatives before reaching a sound conclusion.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in, finance, accounting, or related field. 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 required.

Experience:

Required: A minimum of seven (7) years of progressively responsible professional experience in accounting, finance, budget and administration. Five (5) years of responsible professional experience in data analytics and business intelligence is desired.

Language skills:

Required: Fluency in English, both oral and written. Knowledge of another UN official language is an advantage.

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.
3. Indicative net annual salary and allowances:
US\$ 77,326 to US\$ 85,737
(plus variable post adjustment, currently 38.3% of net salary),
plus other UN benefits as indicated in the link below:

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

UNFCCC secretariat 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.