



VACANCY ANNOUNCEMENT

Finance Assistant, G-6
AS/HR/ICT Division
AS Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
9 June 2024 23:59 hrs CET	VA 24/039/AS/HR/ICT	As soon as possible	2 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

The position is located in the Administrative Services, Human Resources, and Information and Communication Technology (AS/HR/ICT) division which delivers a wide range of operational services that support the intergovernmental process, related institutions, bodies and mechanisms, including conferences and meetings, and the daily operations of the secretariat and its divisions.

The Administrative Services subdivision coordinates the preparation of the secretariat's budget and work programme, reports on its implementation related to the budget performance, manages financial resources, develops financial and administrative policies and guidelines, manages procurement, premises and property, and makes travel arrangements.

In particular, the Finance team manages the secretariat trust funds and accounts, including: monitoring income and expenditure, initiating and processing allotments and reporting to management and Parties. The team prepares financial statements and provides financial services, including processing payments and journal vouchers, and recording income. This includes reviewing and providing financial clearance of contribution agreements and memoranda of understanding. Additionally, the team facilitates the implementation of the International Public Service Accounting Standards.

What you will be doing

You will be working under the overall supervision of the Chief, Financial Resources Management Unit and direct supervision of the Chief Accountant in the Financial Resources Management unit (FRMU) of the Administrative Services programme.

You will have the following main responsibilities

Within delegated authority the Finance Assistant is responsible for the following duties:

- Implementation and support of effective internal controls, proper functioning of a client-oriented financial resources management services;



- Input into business processes mapping and elaboration of the content of internal Standard Operating Procedures in consultation with the Finance Officer;
- Reconcile general ledger accounts and ensure that accounts are cleared on a timely basis. Analyze erroneous transactions and take appropriate and timely corrective actions
- Prepare journal vouchers as and when required
- Prepare and maintain tracking and statistical spreadsheets for research and reporting purposes as required
- Monitoring and distribution of expenditures using appropriate tools and mechanisms in place
- Prepare status of various receivables and payables, indicating opening/closing balances and movements for selected periods, analyze the data and follow up on outstanding items
- Assist the Finance Officer with follow-ups on outstanding transactions during the monthly and the year-end closure of accounts
- Prepare annual and ad hoc financial reports for the special account for conferences and monitor expenditure and income accordingly
- Analyze the financial statements, identify and investigate discrepancies and take timely corrective actions
- Provide support and advice to divisions in the provision of financial income and expenditure reports or customized reports as requested
- Assist and train staff members in the applications of ERP financial functionalities
- Act as back-up in providing help desk support to all ERP finance component users and assist in solving more complicated problems in liaison with UNOG ERP help desk
- Research, retrieve and present information from a variety of internal and external sources as appropriate
- Draft routine correspondence
- Perform other duties as assigned

Competencies

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.

Managing self: Controls emotions and regulates own interpersonal style and approach to relate well to others, even in difficult work environments; Empathizes, understands others' perspectives and handles people and situations with diplomacy and tact.; Resolves conflicts constructively and takes action to prevent them; Stays productive and focused when dealing with crises and emergencies; Is



resilient and flexible and operates effectively when faced with new ideas or evolving situation; Is receptive to feedback and open to adjust own behavior.

Your qualifications

Educational Background

Required: Graduation from secondary school or equivalent.

Desired: Bachelor's Degree and Certification as Certified Public Accountant (CPA) or equivalent is highly desirable.

Experience

At least seven (7) years of experience in accounting, i.e. experience with double-entry accounting (preferably under the International Public Sector Accounting Standards (IPSAS)) and/or the United Nations System Accounting Standards, analysis and preparation of financial reports, preparation of accounting journals, usage of an ERP system (e.g. SAP, Integrated Management Information System etc.).

Language skills

Fluency in English (both oral and written) is required. 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 an 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>

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. All travel costs related to the interview and relocation 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 annual salary: Euro 50,302 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.