



## VACANCY ANNOUNCEMENT

**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
03 February 2018	VA 18/002/AS	As soon as possible	One 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 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** Programme is to provide overall facilitation, support and guidance to 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. Responsibilities include the development, implementation and compliance monitoring of administrative policies and procedures for the Climate Change secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

### **What will you be doing**

Under the direct supervision of the Finance Officer, you will be responsible for a range of financial functions, namely amongst else, ERP and expenditure approval functions; invoicing and maintenance of accounts receivable; and liaison with and assistance to program departments on financial matters.

### **Expected key functions:**

- Expenditure approval and ERP responsibilities
- Handling accounts receivable
- Financial Services for UNFCCC meetings
- Support to staff and programmes and back-up functions

### **You will have the following responsibilities:**

1. With regards to expenditure approval and ERP responsibilities, you will:
  - i. Approve expenditures for all types of expenditures and income:
    - a) Ensure that payments are in accordance with the financial regulations and rules of the United Nations, the financial procedures of the UNFCCC and relevant decisions and appropriations;
    - b) Provide advice and guidance to programme administration staff for any problems that arise when approving payments;



- c) Approve expenditures up to a limited amount delegated by the Chief, Financial Resources Management Unit;
  - ii. Maintain the ERP (IMIS) user access rights in direct liaison with UNOG;
  - iii. Act as ERP finance focal point, providing support to staff in the use of the ERP system;
  - iv. Administer ERP (IMIS) licensing for the secretariat.
2. Handling accounts receivable, you will
  - i. Be responsible for the processes of billing and invoicing (with the exception of assessed and voluntary contributions);
  - ii. Oversee the processing of VAT refund claims; and keep programmes informed on the status of VAT refunds;
  - iii. Draft relevant correspondence and liaises with the Ministry of Finance (Government of Germany);
  - iv. Prepare correspondence to the Federal German Tax Authority for processing of VAT refund claims to other EU Tax Authorities;
  - v. Create and clear receivables, within authorized delegation.
3. Providing financial services for UNFCCC meetings, you will
  - i. In consultation with the Finance Officer, make banking arrangements for UNFCCC meetings and workshops, including communications with foreign governments, foreign banks and UN/New York;
  - ii. Oversee the services provided by banks and coordinate daily subsistence allowance (DSA) payments to delegates at conferences in Germany and abroad, including petty cash management;
  - iii. Reconcile conference accounts.
4. Supporting staff and programmes and providing back-up functions, you will
  - i. Provide technical guidance and monitor more junior Finance Assistant in the establishment and maintenance of all financial document files, registration of invoices, preparation of request for VAT refund, payment confirmations to the in-house travel agency;
  - ii. Assist staff members with the various day-to-day issues while processing finance related matters and identify appropriate action to be taken, co-ordinate with UNOG Treasury and beneficiaries and solves problematic cases;
  - iii. Provide back up support to other staff in Finance as required.
5. You will perform any other job related activities required to achieve the goals and objectives of the team, the programme or the secretariat.

### **What are we looking for**

#### **Educational background**

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Required: Completed secondary education or its equivalent.

Desirable: Certificate/course/formal training in accounting, finance or directly related field.



### **Experience**

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

Asset: Working experience in an international environment.

### **Language skills**

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Required: Fluency in English. Working knowledge of German.

Asset: Working knowledge of another UN language.

### **Specific professional knowledge**

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Required: Excellent MS Excel skills especially for financial analysis, good accounting knowledge.

Desirable: Knowledge in finance/budget modules of ERP systems (highly desirable).  
Basic knowledge of IPSAS.

### **Job related skills**

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

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

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Applying professional expertise, being responsive to clients and partners, delivering results.

### **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 annual salary: Euro 37,167 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>