
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level: **BUDGET AND FINANCE ASSISTANT, GS-5**

Department/Office: **UN MISSION IN COLOMBIA/HUMAN RESOURCES SECTION**

Location: **BOGOTA, COLOMBIA**

Posting Period: **2 weeks**

Job Opening Number: **MC-NJO-2016-045**

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11) and copies of their educational certificates to the Recruitment Unit via email: MCrecruitment@un.org.

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Organizational Setting and Reporting:

This position is located in the Finances and budget Section of the United Nations Mission in Colombia, in Bogota. The Finance and Budget Assistant will report to the Budget & Finance Officer.

Responsibilities

Within the limits of delegated authority, the Finance and Budget Assistant will be responsible for performing the following duties:

- Assists with the computation of staff and non-staff members' entitlements including claims, daily subsistence allowance, mission subsistence allowance, voluntary living allowance and any other allowances for payments.
- Assists with the processing of incoming/outgoing interoffice vouchers (IOVs), interoffice billings (IOBs) and intermission billings (IMBs) from/to HQs, agencies, funds, programs and other field missions.
- Assists in the processing of bank reconciliation on a daily basis.
- Assists in the review and analysis of receivables, payables and all open items for corrective actions.
- Verifies that relevant supporting documents have been provided and certified by a duly designated certifying officer for goods and services

received, for payments of staff entitlements, travel claims, agencies etc. to ensure conformity and adherence to applicable United Nations policies such as staff rules, financial regulations and rules, ST/AI issuances or practices, IPSAS policy framework; communicates discrepancies to supervisors.

- Assists with the disbursement and release payments by cheques, cash or wire transfer; assist with exception payments for corrective actions.
- Assists with the preparation of cash flow replenishments; maintains the records of incoming and outgoing cash in the cashier's imprest account; monitors cheque stock and cash receipt for replenishments.
- Assists, reviews and prepares year-end reports for the United Nations Joint Staff Pension Fund (UNJSPF) on all pension contributions made by locally-recruited staff.
- Prepares supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals; Assists supervisors in the elaboration of resource requirements for budget submissions.
- Assists in monitoring extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Assists in preparation of budget performance submissions and finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.
- Assists and process the mission's redeployment of fund requests in accordance with the established procedures
- Supports the monitoring of budget implementation/expenditures with approved budget in ensuring they remain within authorized levels.
- Assists with the review of current budget period commitments to ensure their validity to carry forward and cancel outstanding commitments not valid;
- Performs other duties as assigned.

Competencies:

Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education:

A high school diploma or equivalent is required. Technical training in Finance, Budget or Administration is highly desirable.

Experience:

A minimum of five (5) years of progressively responsible experience in, finance, budget, accounting, audit or related area. Solid computer skills including proficiency in word processing and spreadsheets is required. Specific knowledge of the UN administrative electronic tools, such as Umoja or ERP is desirable. Must be familiar with function-related provisions of United Nations Rules, Regulations, Manuals and Policies. Experience working at a UN field mission or UN Agencies in this capacity is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English and Spanish (both oral and written) is required. Interviews will be held in English.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations – Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.