



Open to Internal and External Candidates SPECIAL VACANCY NOTICE

Position Title : **Finance Assistant (Accountant)**

Duty Station : **Nuremberg, Germany**

Reference Code : **SVN-DE1-2017-09**

Classification : **General Service Staff, Grade G IV**

Type of Appointment : **Special Short Term Contract until 31.12.2017 (40hrs/week)**

Estimated Start Date : **As soon as possible**

Closing Date : **29 May 2017**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

Context:

Under the overall guidance of the CoM, under the direct supervision of the Head of Admin and Finance Resource Management and in coordination with the Senior Accountant, the incumbent will operate the accounts and manage the financial transactions in IOM Germany in strict observance of the IOM Financial Management Guidelines.

Core Functions / Responsibilities:

In particular, the Accountant will perform the following duties and responsibilities:

- Carries out daily financial transactions, both accounts - payables and receivables - in the IOM SAP based accounting system PRISM; processes the appropriate information in the e-banking application; controls and validates the daily financial transactions; maintains all the necessary supporting documents;
- In accordance to the projectization principles of IOM, carries out payments of office expenses such as office rental, telephone etc.; records the actual salary payment and other relevant staff expenses;
- In accordance to the IOM Financial Regulations and Guidelines reconciles and appropriates control of cash, bank and other assets of the Mission to capture and verify the balances of IOM receivables and payables and to ensure that all expenses and revenues are duly charged to projects;

- Processes the monthly/yearly accounts closure;
- Assists in the correct application of IOM Financial Regulations and Guidelines by applying the required internal control mechanisms;
- As required, prepares financial statements for submission to the donors and relevant units at IOM; assists in clarifying auditing matters;
- As required, provides training and briefings to staff and consultants on relevant accounting procedures;
- In absence of other colleagues provides general support to the team;
- Performs any other duties as assigned by the immediate supervisor and/or CoM.

Required Qualifications and Experience

Education

- Secondary School Diploma and at least four years of relevant working experience

OR

- Bachelor degree in Accounting/Finance, Economics or alternatively, an equivalent combination of relevant training and experience and at least two years of relevant working experience.

Experience

- Familiarity with International Accounting Standards (IAS) or International Public Service Accounting Standards (IPSAS);
- Confirmed interest in administration/finance and in the functioning of an international organization;
- Previous work experience with national, regional or international public bodies would be an advantage;
- High level of computer literacy in standard MS products with specific proficiency in MS Excel.

Languages

Excellent knowledge of spoken and written German and English. Knowledge of other official IOM language is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders

- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Germany will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their application including a CV and a cover letter not exceeding more than one page, relevant certificates and references by email to HRDGermany@iom.int. Due to the volume of applications received, IOM Germany Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 15 May 2017 to 29 May 2017