



International Organization for Migration (IOM)

The UN Migration Agency

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Finance Assistant (Accountant)**
Duty Station : **Berlin, Germany**
(Initial training period in Nuremberg tentatively until December 2018)
Reference Code : **VN-DE1-2018-16-B**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **One Year Fixed Term**
Estimated Start Date : **01 April 2018**
Closing Date : **15 March 2018**

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 supervision of the Chief of Mission (CoM) and the Head of Admin/Finance Resource Management, and under the direct supervision of the Senior Finance Assistant (Manager Accounting Unit), in strict observance of the IOM Financial Management Guidelines the incumbent will be responsible for the accounting entries and management of the financial transactions for the IOM mission in Germany and other IOM entities supported administratively by the mission.

Within delegated authority, the Finance Assistant will be responsible for the following specific duties:

Core Functions / Responsibilities:

- Assist scrutinizing source documents for completeness, accuracy and validity of charges;
- Carry out daily financial transactions in the IOM SAP-based accounting system PRISM; control and validate the daily financial transactions; maintain all the necessary supporting documents;
- Assist in the process of the monthly/yearly accounts closure;
- Assist in the correct implementation of IOM Financial Regulations and Guidelines by applying the required internal control mechanisms;

- As required, prepare financial statements for submission to the donors and relevant units at IOM; assist in clarifying auditing matters;
- In accordance with the IOM Travel Regulation and Rules, process travel expense claims;
- Maintain and administer the petty cash in the duty station including the entries in the cash journal in the IOM SAP-based accounting system PRISM and ensure the accuracy and correctness of the relevant supporting documents;
- In absence of other colleagues provide general support to the team;
- Performs any other duties that may be assigned by the immediate supervisor and/or CoM.

Required Qualifications and Experience

Education

- Bachelor degree in Finance, Economics, Business or Public Administration with at least two years of relevant working experience

OR

- Secondary School Diploma with specialized focus in financial/accounting and at least four years of relevant working experience

Experience

- Experience in Accounting and Financial management;
- Experience with and knowledge of Accounting/Financial and administrative management policies and procedures of a national and/or international non-governmental organization will be an added advantage.
- 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 is required.

Languages

Fluent knowledge of English and German; knowledge of other official IOM language is an advantage.

Required 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 cover letter not exceeding more than one page, CV and relevant certificates and references by email to HRDGermany@iom.int (max.5MB). 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 01 March 2018 to 15 March 2018