



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Senior Finance Assistant**
Duty Station : **Berlin, Germany**
(Initial training period in Nuremberg tentatively until December 2018)
Reference Code : **VN-DE1-2018-17**
Classification : **General Service Staff, Grade G6**
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 guidance of the Chief of Mission (CoM) and under the direct supervision of the Head of Admin/Finance Resource Management in strict observance of the IOM Financial Management Guidelines, the incumbent will be responsible and accountable for the accounting entries and the management of the financial transactions for the IOM mission in Germany and other IOM entities supported administratively by the mission.

Within delegated authority, the Senior Finance Assistant (Manager of the accounting unit) will be responsible for the following specific duties:

Core Functions / Responsibilities:

- Manages and oversees the daily operations of the accounting unit;
- Ensures that the monthly and year-end accounts closures are completed in accordance with the IOM Financial Management Guidelines;
- Monitors various accounting transactions, e.g., payroll, final payments, travel claims, etc., to ensure correctness of disbursement computations and adherence to relevant financial regulations and practices;
- Approves payment and journal vouchers for various claims/payments, e.g., travel reimbursement, expense claims etc., ensuring compliance with relevant rules and

control procedures;

- Verifies the balances of IOM receivables and payables and ensures that all expenses and revenues are duly charged to projects;
- Reviews completeness of reports and consolidates the accounts of the Mission on a periodic basis;
- Produces quarterly and annual financial statements and ad hoc financial reports on a Mission level;
- Makes and implements recommendations to improve accounting processes and procedures;
- Ensures that all financial records including the supporting documentation are properly filed and archived in accordance with the IOM Regulations and the Donors requirements;
- Monitors the Mission cash flow, including cash flow forecasts and when and if necessary, consults the Head of Admin/Finance RM accordingly;
- Keeps the signatory panel up to date and in case of a necessary amendment, advises on the appropriate internal administrative action and in coordination with the HQ/TSY unit notifies the bank accordingly;
- Works closely with other internal functional units of the Mission, as well as banking, donors and government counterparts and other stakeholders as required in the performance of the accounting function;
- Assists in monitoring the effectiveness of internal controls and proposes improvements of existing processes and procedures;
- Assists in responding to audit queries and reviewing of audit recommendations and if requires advises the COM and/or the Head of Admin/Finance RM on appropriate actions;
- Liaises with relevant units at HQs and Regional Office with regards to the financial activities of the Mission;
- Supervises and administers subordinated staff members; plans and approves absence of staff, monitors and evaluates the staff/team performance, provides guidance to the staff members; administers financial resources of the team, coordinates resource deployment;
- Performs any other duties as 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 four years of relevant working experience.

OR

- Secondary School Diploma with specialized focus in finance/accounting and at least six 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;
- Knowledge of the institutional and technical aspects of Financial management including coordination and executing reporting requirements;
- Familiarity with International Accounting Standards (IAS) or International Public Service Accounting Standards (IPSAS) an 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;
- Technological Awareness - displays awareness of relevant technological solutions.

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