



IOM International Organization for Migration

## **Open to Internal and External Candidates**

### **VACANCY NOTICE**

**-Multiple positions-**

Position Title : **Finance Assistant**  
Duty Station : **Berlin & Nuremberg, Germany**  
Reference Code : **VN-DE1-2020-16**  
Classification : **General Service Staff, Grade G4**  
Type of Appointment : **One-Year Fixed Term Contract (40hrs/week)**  
Estimated Start Date : **As soon as possible**  
Closing Date : **23 October 2020**

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, 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:***

1. Assist scrutinizing source documents for completeness, accuracy and validity of charges;
2. Carry out daily financial transactions in IOM SAP-based accounting system PRSIM; control and validate the daily financial transactions; maintain all the necessary supporting documents;
3. Assist in the process of monthly/yearly accounts closure;
4. Assist in the correct implementation of IOM Financial Regulations and Guidelines by applying the required internal control mechanisms;
5. As required, prepare financial statements for submission to the donors and relevant units at IOM; assist in clarifying auditing matters;

6. In accordance with the IOM Travel Regulation and Rules, process travel expense claims;
7. Maintain and administer the petty cash in the duty station including the entries in the cash journal in the IOM SAP-based accounting system PRSIM and ensure the accuracy and correctness of the relevant supporting documents;
8. In the absence of other colleagues provide general support to the team;
9. Performs any other duties as assigned by the immediate supervisor and/or CoM.

## ***Required Qualifications and Experience***

### **Education**

- Bachelor's 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 and Skills**

- 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.

### **Languages**

Fluency in English and German. Knowledge of another official IOM language (French, Spanish) is an advantage.

## ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

## **Core Competencies** – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

IOM's competency framework can be found under the following [link](#).

## ***Other***

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

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

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

## ***How to apply:***

Interested candidates are invited to submit their applications including a cover letter (not exceeding one page), CV and relevant certificates and references by email at [HRDGermany@iom.int](mailto: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 9 October 2020 to 23 October 2020.

## ***Contact:***

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Human Resources Team  
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