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Job Title Senior Finance Assistant Job ID 36618

Location Americas

Full/Part Time Full-Time

Regular/Temporary Regular

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Eligible Applicants

This position is open to applications from Group 1, Group 2 and all external candidates, provided that requirements regarding professional experience, academic qualifications, language, etc. are fulfilled.

TO THE ATTENTION OF EXTERNAL CANDIDATES:

External candidates must be legally present in Guatemala at the time of application, recruitment and hire. Non-Guatemalan citizens are required to submit a valid Guatemalan residence permit and valid working permit to be considered.

Duties and Qualifications

Senior Finance Assistant

Organizational Setting and Work Relationships

The Senior Finance Assistant is normally supervised by a more senior finance colleague who defines work objectives and provides regular advice and guidance. The incumbent also refers to UNHCR Manuals and relevant policy papers on financial issues.

The incumbent assists with the processing of financial transactions. S/he keeps frequent contact with staff at various levels in the office and with bank officials to exchange information.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR¿s core values of professionalism, integrity and respect for diversity.

Duties

- Maintain financial records for project or other office accounts for which responsibility is assigned.
- Record receipts and payments, assure accuracy of computation and completeness of documents and maintain continuing status of allotments against obligations.
- Prepare recurring reports on assigned accounts, noting problems resulting from excess cost or less-than-
- expected receipts.
 Prepare special reports to clarify problems or as requested for other reasons.
- Calculate and compile cost estimates and projected budget requirements and assist in preparation of budget statements for area of assignment.
- Prepare routine correspondence and maintain contracts with others to discuss matters concerning accounts and related assignments
- Maintain contacts with local banks to clarify questions pertaining to office bank accounts.
 Brief and assist new staff on basic financial procedures and requirements with respect to payments. entitlements, banking and currency provisions and other requirements relating to accounts and finance
- Initiate correspondence to verify data, answer queries and obtain additional information on accounts and financial transactions, as required.
- Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

Field(s) of Education Not applicable

Certificates and/or Licenses

Accounting; Business Administration; Finance; HCR Learning Prog; (Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential Not specified

Desirable

Not specified

Functional Skills

IT-Computer Literacy FI-ERP Financial Management (SAP, Oracle, PeopleSoft, Workday and other) IT-Microsoft Office Productivity Software

(Functional Skills marked with an asterisk* are essential)

Language Requirements

For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

Duration of Appointment

This is a Fixed Term Appointment position (one year duration)

Additional Information

We only accept applications submitted through the MSRP portal. No late applications will be accepted.

Shortlisted candidates will be interviewed and might be requested to sit for a test. Only short-listed candidates

The evaluation of applicants will be conducted based on the information submitted during the application.

Applicants must provide complete and accurate information pertaining to their personal profile and qualifications. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks

to verify the information provided in the application.

UNHCR strongly encourages qualified female applicants to apply. UNHCR seeks to ensure that male and female employees are given equal career opportunities.

UNHCR is committed to achieving workforce diversity in terms gender, disability, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation. All applications will be treated with the strictest confidentiality.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or

Please kindly note: for GS positions English level is at least level B2.

IMPORTANT: Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme, or as an intern is subject to proof of vaccination against Covid-19.

Contact person

In case of any additional queries regarding the application process, please contact: guaguvacancies@unhcr.org

Closing Date

Closing date is 19/05/22 (Midnight Geneva time)

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