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## Job Description

**Job Title** Finance Assistant (FTA)**Job ID** 29613**Location** Americas**Full/Part Time** Full-Time**Regular/Temporary** Regular[Return to Previous Page](#)[Switch to Internal View](#)

### Duties and Qualifications

Finance Assistant

Organizational Setting and Work Relationships

The Finance Assistant is normally supervised by an Admin or Finance Officer who defines work objectives and provides regular advice and guidance. The incumbent's workload and the assignments will remain under constant scrutiny and direction of the supervisor. 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 and suppliers 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

- Financial transactions and reconciliations are processed in line with relevant policies and procedures.
- Assist newly arriving or departing international staff members on opening/closing bank account; process their entitlement upon assignment.
- Compile and verify budget and accounting data by checking files, calculating expenditure and estimating projections.
- Issue PO and non-PO vouchers including monthly salaries of UNHCR staff, daily subsistence allowance to staff going on official missions, cost of air-tickets, requisitions of goods and services based on agreements with the suppliers, office running common cost, rental and salary advances, lease agreements of UNHCR offices, etc.
- Process on-line bank transfers ensuring that bank accounts of staff and suppliers are complete.
- Liaise with other functional units who work closely with Finance Unit on relevant issues.
- If applicable, may be required to assist in the preparation of the VAT refund submissions and monitoring of the reimbursable amounts.
- Maintain efficient and timely archiving system of physical and electronic files to ensure that all documents are accounted for.
- May be assigned as the custodian of the office petty-cash.
- Draft routine correspondence.
- Verify that the financial transactions are correct and in accordance with UNHCR rules and procedures.
- Perform other related duties as required.

#### Minimum Qualifications

Years of Experience / Degree Level

For G4 - 1 year relevant experience with High School Diploma; or Bachelor or equivalent or higher

Field(s) of Education

Not applicable.

(Field(s) of Education marked with an asterisk\* are essential)

Certificates and/or Licenses

Finance; Business Administration; Accounting;

(Certificates and Licenses marked with an asterisk\* are essential)

Relevant Job Experience

Essential

Good Computer skills.

Desirable

Knowledge of MSRP PeopleSoft application or similar software. Good knowledge of UNHCR financial rules, regulations, procedures and processes. Completion of UNHCR learning programmes or specific training relevant to the functions of the position.

Functional Skills

\*IT-Computer Literacy

UN-UN/HCR Financial Rules and Regulations and Procedures

IT-Enterprise Resource Planning (ERP)

(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 service delivery on these matters and establish an enabling environment and support from relevant

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.

**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 to be considered.

**Closing Date**

Closing date is 27/09/2021 (Midnight Geneva time)

**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 will be notified.

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 any other fees).