

**United Nations Mission in Liberia
(UNMIL)**

Temporary Vacancy Announcement- Internal & External

Vacancy#: UNMIL- DMS-CAS-FIN/BUD-2264	Deadline: 25 October 2016
Post Title: Finance & Budget Assistant	Level: GL-5
Organizational Unit: Finance and Budget Section	Location: Monrovia
Initial Appointment: One year (1) subject to funding of the posts and satisfactory performance	IMIS Post #s : 57657
	Minimum Annual Gross Salary: US\$ 16,078.00

UNMIL invites internal/external candidates for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Management Section and attach copies of the following documents: Proof of Liberian nationality, Birth Certificate, University degrees and reference letters from previous employers. Incomplete P.11 forms will not be processed.

Please note that you can also apply by email to unmilrecruitment@un.org . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement

Organizational Setting and Reporting Relationships: These positions are located in the Office of Programme Planning, Budget and Accounts (OPPBA), Department of Management (DM) and other departments throughout the United Nations at both headquarters and in the field. The Finance & Budget Assistant at this level usually reports to the Head of an organizational unit or to a Finance/Budget Officer or Officers.

Responsibilities : Within delegated authority, the Finance & Budget Assistant will be responsible for the following duties: *(These duties are generic and may not be carried out by all Finance & Budget Assistants.)*

Budget:

- Assists in the preparation of supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements.
- Supports the Finance/Budget Officer(s) in extracting information and generating expenditure reports from computerized information system databases; assists in preliminary analyses of the extracted information and the reports generated, and highlights areas of concern for the attention of the Finance/Budget Officer(s).
- Assists in the development of resource requirements for budget submissions and in the preparation of budget performance submissions.
- Researches/compiles data and other information required by the Finance Budget Officer(s) in the review and analysis of relevant proposals.
- Consolidates data and provides support to Finance/Budget Officer(s).with respect to budget reviews of relevant intergovernmental and expert bodies.
- Assists the Finance/Budget Officer(s) in the preparation/finalization of budget performance reports, performing preliminary analysis of variances between approved budgets and actual expenditures.
- Prepares pre-encumbrances and obligations in IMIS and review them to ensure that funds are available and the correct account has been used.
- Assists in drafting the initial versions of the *Financial Aspects* section of the Secretary-General's reports to the Security Council, draft resolutions and Reports of the Fifth Committee for peacekeeping operations and the *Annotated Agenda* for peacekeeping items.
- Assists the Finance/Budget Officer(s) with data input in the budget instructions for peacekeeping operations.
- Assists in the financial backstopping of trust funds, including monitoring the status of voluntary contributions, generating expenditure reports from IMIS and monitoring reporting requirements by donors.
- Assists the Finance/Budget Officer(s) in the issuance of allotments and related staffing table

authorizations.

Verifies accuracy of input data, ensuring consistency of data in previous allotments to new allotments issued.

Reviews draft reports, verifying overall accuracy, consistency and uniformity in the presentation, and ensuring comprehensiveness and compliance with the format prescribed by the Editorial and Documents control of GACM; cross-checks consistency of figures in tables with the text of the reports, and verifies references to other reports and documents, bringing errors to the attention of the Finance/Budget Officer(s) concerned; ensures that all necessary corrections are incorporated in the reports; co-ordinates with other finance and budget staff on related issues during preparation of budget reports.

Claims:

- Verifies and prepares less complex payments to third parties, commercial entities, and individuals, with respect to settlement of certified death and disability, contingent-owned equipment, stores, pay and allowances, and letters of assist claims.

Treasury:

- Reviews incoming payment instructions with regard to banking details and sources of funds.
- Prepares payments for final disbursement by Cashier.
- Dispatches payment instructions and cheques to banks.
- Creates receipts and deposits for all incoming funds.
- Notifies payees of status of payments.
- Assists staff members, Fund Management Officers and donors regarding queries on payment and deposit-related issues.
- Identifies and annotates bank account movements.
- Files and archives documentation as required.

General:

- Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to programme budgets, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures.
- Drafts routine correspondence with respect to enquiries related to relevant financial and budget matters.
- Maintains and keep up-to-date files.
- Provides administrative support to the Head of the organizational unit and/or Finance/Budget Officer(s), as required.
- Performs other related duties, as assigned.

Work implies frequent interaction with the following:

Budget, Finance, Accounting, and administrative officers in the Secretariat and in the field.

Results Expected:

Under the general guidance of the responsible Finance/Budget Officer(s) and/or the Head of the organizational unit, contributes to effective budget formulation/preparation, implementation, monitoring and safeguarding of the financial resources of the Organization by providing specialized assistance to more senior staff in the assigned areas of responsibility.

Competencies:

- **Professionalism:** Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Ability to maintain accurate records, review and interpret a wide variety of data. Ability to identify and resolve data discrepancies and operational problems. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having

two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications:

Education: High school diploma or equivalent. Must have passed the United Nations Administrative Support Assessment Test (ASAT) at Headquarters or an equivalent locally-administered test at Offices Away from Headquarters.

Experience: Several years of experience in finance, budget, accounting, administrative services or related area.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Other: *(To be determined and specified by Programme Manager, as required or desirable, at the time of building a specific vacancy announcement. Qualifications listed in this part should be of a technical nature and not related to education, experience and language as indicated above.)*

Preference will be given to equally qualified women candidates.

Completed detailed applications documentation as specified above referring to

Vacancy number UNMIL- DMS-CAS-FIN/BUD - should be forwarded to the attention of: UNMIL Recruitment Unit, Human Resources Management Section, UNMIL, Star Base, Bushrod Island, Monrovia, Liberia