

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

Re-advertisement - Vacancy Announcement- Internal/External

Vacancy#: UNMIL-DMS-FBS-16-2152)	Deadline: 22 November 2016
Post Title: Finance and Budget Assistant (One Position)	Level: GS-4
Organizational Unit: Budget and Finance Section	Location: Monrovia
Initial Appointment: Initial one (1) year subject to funding of the post and satisfactory performance.	IMIS Post#: 57187
	Indicative Minimum Annual Gross Salary: USD 12,862.00
UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Section and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates 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.	

Description of Main Duties:

The position is located in the United Nations Mission in Liberia. The incumbent works under the supervision of the Chief Budget and Finance:

Responsibilities

The Finance and Budget Assistant will be responsible for:

(a) Budget and Finance: Generates budgetary and financing reports, including statistical

Financial data for tables, charts tracking database. Amends, rearranges and edits financial reports, graphs and charts for management, Assisting in the preparation of supporting documents (narrative and supporting tables) with respect to the finalization of cost estimates and budget proposals in terms of staff and non-staff requirements;; Assisting the Finance team in raising the following Umoja transactions: unreleased and released budgets, WBSE project structures, grants, internal orders, funds commitments, purchase orders, service entry sheets, budget transfers, budget returns; Performing reconciliations of voluntary contributions, preparing correspondence to donors and payments to end beneficiaries.

(b) Review of Project Proposals: Assisting the Finance team in the review of project proposals; Summarizes through statistical tables all proposals reflecting budgetary and programmatic accuracy, milestones and results framework; Ensure the budgets are consistent with UN recognized categories of expenditure, Verify grantee documentation and arrange for grantee to be set up in Umoja; Ensure accuracy of grantee banking information;

(c) General Administration: Compiling data and other information required by Senior Officers in the review and analysis of relevant proposals; Consolidating data along with charts and graphs for supporting the Chief of Operations with respect to reviews undertaken by the relevant expert bodies; Manage the petty cash account.

(d) Programme Management: Produces layouts of basic information/data on specific programmes/project and related topics or issues; Assisting in sending report deadline reminders to implementing partners by providing lists, by agency, of reports due and cash

advance/expenditure records for reconciliation with implementing partners; Ensuring complete follow-up of all unclear, erroneous or overdue reports from implementing partners; Assisting in other functions of the Office including reconciliation of UNOP Trust Funds, project closures, maintaining UNFIP tracking database; monitoring UNFIP bank deposits and transfers.

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. 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.

•**PLANNING AND 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.

Education

High school diploma or equivalent.

Work Experience

Experience in finance, budget, accounting, Umoja and administrative services or related area is desirable. Experience with trust fund management is desirable. Experience with Umoja or other enterprise resource planning system is desirable.

Languages

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.

**Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy# UNMIL-DDMS-FBS-16- should be forwarded to the attention of:
Human Resources Management Section, UNMIL Star Base, Bushrod Island, Monrovia**