

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Internal/External Vacancy Announcement

Vacancy Notice No: 2017/VA/019

Position Title: Finance Associate
Position number:
Grade: G6
Contract Type: Temporary Appointment
Duration of Contract: Five months (with possible renewal)
Duty Stations: Maiduguri
Supervisor: Assistant Admin/Finance Officer
Proposed Starting:
Date of Issue: 11 July 2017
Deadline for Applications: 17 July 2017

DUTIES AND RESPONSIBILITIES

The Finance Associate, under the direct supervision of the Admin/Finance Officer, will assist with the processing of financial transactions. The incumbent will keep frequent contact with staff at various levels in the office and with bank officials to exchange information.

The incumbent will have the following responsibilities:

1. Maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports.
2. Select and enter data from a wide variety of documents, verifying accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data.
3. Prepare recurring reports as scheduled and special reports as required for budget preparation, audits or other reasons.
4. Advise and assist staff members, experts and consultants on all aspects of allowances, salary advances, travel claims and other financial matters, calculate and authorize payments due for claims and services.
5. Maintain liaison with officials of local banks to obtain day-to-day information on exchange and interest rates, changes in procedures and regulations and matters pertaining to maintenance of office bank accounts.
6. Prepare detailed cost estimates and participate in budget analysis and projections as required.
7. Perform other related duties as required.

ESSENTIAL MINIMUM QUALIFICATIONS

- Completion of secondary education with post-secondary training/certificate in Accounting, Business Administration, Finance or related fields.
- Minimum of 6 years of relevant work experience.
- High level of IT affinity (MS Office applications, People Soft).
- Fluency in English and working knowledge of another relevant UN language and/or local language.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Knowledge and work experience of MSRP Finance applications.
- Good knowledge of UN/UNHCR Financial rules and procedures.
- Completion of UNHCR learning programmes or specific training relevant to the functions of the position.
- Working knowledge of another relevant UN language.

HOW TO APPLY

Internal Candidates:

Staff members who wish to be considered for this position should complete and **attach a UN Personal History Form (P11) to their written application and send it via email ONLY** to niglahr@unhcr.org quoting in the subject line the vacancy number and title of the position.

External Candidates:

External candidates should submit their **application/letter of motivation, resume, fully completed and signed UN Personal History Form (P11)** which can be downloaded from www.unhcr.org/recruit/p11new.doc and send via email ONLY to niglahr@unhcr.org quoting in the subject line the above vacancy notice number and title of the position.

THERE IS NO NEED TO SEND OTHER CERTIFICATES ALONG WITH THE APPLICATION AT THIS STAGE.

Incomplete applications will not be reviewed.

Kindly note that only short-listed applicants will be contacted.
Applications from female candidates are strongly encouraged.