Temporary Job Opening – *Internal and external*

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<th>Job Opening #: TJO(N) - 20/002</th>
<th>Deadline: 05 May 2020</th>
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<tr>
<td>Post Title: Finance and Budget Assistant</td>
<td>Level: GL-6</td>
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<tr>
<td>Organizational Unit: Finance and Budget Section</td>
<td>Location: Pristina</td>
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UNMIK invites qualified internal staff members as well as external applicants in the relevant occupational group to apply for the position highlighted below. Interested applicants should submit a cover letter, Personal History Profile (PHP) or Personal History form (P.11) and copy of the latest two Performance reports (if applicable).

United Nations P11 form can be downloaded from [www.unon.org/docs/P11.doc](http://www.unon.org/docs/P11.doc) and other similar United Nations web sites.

*Kindly note that applications upon receipt will be reviewed and only applicants who are short-listed will receive an acknowledgement within six weeks from the deadline for submission of applications.*

*Please indicate the Job Opening number in the subject of your e-mail*

**DUTIES AND RESPONSIBILITIES:**

This position is in the Finance and Budget Section of the United Nations Interim Administration Mission in Kosovo (UNMIK) in Pristina. The incumbent reports to the Chief Finance and Budget Section or his/her designate.

**Budget:**

- Assists in the review, analysis and preparation of cost estimates and budget proposals, in terms of mission’s resourcing requirements such as staff and non-staff requirements, including programmatic aspects.
- Assists with the review of justification for resource requirements for budget submissions in coordination with relevant Sections/Offices on related issues during preparation of the budget proposals.
- Assists in monitoring extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Monitors budget implementation/expenditures and assists with the reallocation and re-deployment of funds as necessary.
- Verifies accuracy of input data, ensuring consistency of data in previous allotments to new allotments issued.
- Prepares budget performance submissions and provides support with the finalization of budget performance reports, analysing variances between approved budgets and actual expenditures.
- Drafts or prepares correspondence to respond to enquiries in respect to budgetary and financial matters.
• Assists in the maintenance of fixed asset register, as required.

Accounting:
• Performs/participates in the monthly and yearly closing of accounts procedures in Enterprise Resource Programme.
• Analyzes complex/unusual accounting transactions and all open items in the accounting system ERP for corrective actions and makes recommendations to the Chief of Unit/Section on appropriate follow-up procedures.
• Reviews and reconciles various clearing accounts and investigates erroneous/invalid entries to take appropriate corrective accounting action.
• Ensures compliance with International Public Sector Accounting Standards (IPSAS) in all financial transactions.
• Reviews current budget period commitments to ensure their validity to carry them forward and follow up on cancellation of outstanding commitments where not valid.

Account Payable and Receivable:
• Verifies that relevant supporting documents have been provided, confirming that goods and services have been received in accordance with the contract, agreement, purchase order or other form of undertaking by which they were ordered and that they have been certified by a duly designated certifying officer before vouchers are processed and/or submitted to approving officers for further review and approval.
• Reviews relevant banking details including amendments of banking details in the Business Partner (BP) for wire transfer payments, to ensure that payments are made only to those to whom the organization legitimately owes funds for goods and services actually received.
• Reviews relevant documentations for payments and accounting entries e.g., payment of staff entitlements, final payments, travel claims, vendor invoices, agencies, etc., to ensure conformity and adherence to applicable United Nations policies e.g., applicable staff rules, financial regulations and rules, ST/AI issuances or practices, International Public Sector Accounting Standards (IPSAS) policy framework etc.

Other:
• Performs other related duties, as assigned.

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 demonstrate 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.

• Accountability: Takes ownership of all responsibilities and honors 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.

• 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 gaining their trust and respect; identifies clients’ needs and matches them to appropriate solution; 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.

**QUALIFICATIONS AND EXPERIENCE**

**Education:** High School Diploma or equivalent is required. Technical or vocational certificate in accounting, finance, budget or related fields is desirable.

**Experience:** A minimum of seven (07) years of progressively responsible experience in accounting, budgeting and financial management or related field is required. Experience with Enterprise Resource Programme (ERP) system especially System Applications and Products (SAP) 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. Fluency in both local languages, Albanian and Serbian is required.

As specified above, internal applicants are requested to submit a cover letter referring to [Job Opening No. TJO(N)-20/002](mailto:Job%20Opening%20No.%20TJO(N)-20/002) along with completed PHP/P11 to the attention of Human Resources Section by mail, fax or email to the following addresses:

P P.O. Box 999,10000 Pristina, Kosovo,
Fax No: +381-38-504604 ext 5848
E-mail to unmik-recruitment@un.org

*The UN is an equal opportunity employer and welcomes applications equally from men and women. It is a UN Policy to give full consideration to disabled candidates whose disablement does not militate against the effective performance of the duties of the post.*