

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)**

VACANCY ANNOUNCEMENT # 2016-007**Finance Assistant (*National Position*)****Level (ICS-5)****Jerusalem/OCHA oPt**

Contract: Fixed Term Contract, ICS-5
Duty Station: Jerusalem
Duration: One year with possibility of extension
Starting Date: As soon as possible

The office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has a specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities and donors, as well as supporting resource mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, response there to and the need for international assistance.

The key results have an impact on the execution of the CO financial services management in terms of quality and accuracy of work. Accurate data entry and presentation of financial information and a client-oriented approach enhances UNDP's capability to effectively and efficiently manage financial resources.

Under the guidance and supervision of the Operations Administrative Specialist, the Finance Assistant provides financial services ensuring high quality, accuracy and consistency of work. The Finance Assistant promotes a client-oriented approach consistent with UNDP rules and regulations.

The Finance Assistant works in close collaboration with the Administration and Finance Unit, Field Coordination Units, Information Management Unit and Research and Analysis Unit within the OCHA oPt Office, other UN Agencies staff and OCHA HQ to ensure consistent service delivery.

Summary of Key Functions:

- ❑ Implementation of operational strategies
- ❑ Functioning of cost-recovery system
- ❑ Accounting and administrative support
- ❑ Travel and Training arrangements
- ❑ Knowledge building and knowledge sharing

1. Ensures implementation of operational strategies focusing on achievement of the following results:

- ❑ Full compliance of financial processes and financial records with UNDP and UNOCHA rules, regulations, policies and strategies.
- ❑ Full compliance of administrative procedures of UN/Secretariat rules, regulations, policies and strategies.
- ❑ Input to the CO business processes mapping and elaboration of the content of internal Standard Operating Procedures in Finance in consultation with the direct supervisor and office management.

2. Ensures functioning of the optimal cost-recovery system focusing on achievement of the following results:

- ❑ Provision of inputs for preparation of cost-recovery bills for OCHA's cost sharing arrangements.
- ❑ Ensures follow up on payments of cost-recovery invoices and back charging OCHA oPt accounts coding the accurate coding block.

3. Provides accounting and administrative support to the Finance Unit focusing on achievement of the following results:

- ❑ Proper control of the supporting documents for payments and financial reports; PO vouchers; and payment execution.
- ❑ Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in UMOJA or OFFIS
- ❑ Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
- ❑ Presentation of information on the status of financial resources as required.
- ❑ Timely verification of Inter-office vouchers (IOVs) ensuring accuracy of accounts and to allow for reconciliation with OCHA's accounting system.
- ❑ Maintain a central filing system; ensuring consistent use and appropriate archiving of finance documents.

- ❑ Preparation of VAT reimbursement reports on monthly basis and submit in a timely manner to UNDP
- ❑ Perform additional duties as requested by the supervisor.

4. Assists in Travel and Training arrangements focusing on achievement of the following results:

- ❑ Preparation of Travel Authorizations either locally through UNDP or through UMOJA
- ❑ Preparation of Travel Authorizations ensuring travel advances are made to OCHA staff in a timely manner
- ❑ Ensures appropriate justifications, costing and approvals are in place.
- ❑ Ensures that travel claims and expense reports are submitted for settlement in a timely manner.

5. Supports knowledge building and knowledge sharing in the CO focusing on achievement of the following results:

- ❑ Participation in the trainings for the operations/ projects staff on Finance.
- ❑ Contributions to knowledge networks and communities of practice.

Impact of Results

The key results have an impact on the execution of the CO financial services management in terms of quality and accuracy of work. Accurate data entry and presentation of financial information and a client-oriented approach enhances UNDP's capability to effectively and efficiently manage financial resources.

Competencies:

Corporate Competencies:

- ❑ Demonstrates commitment to UNDP's mission, vision and values
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies

Knowledge Management and Learning

- ❑ Shares knowledge and experience
- ❑ Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- ❑ Ability to perform a variety of standard tasks related to financial resources management, including screening and collecting documentation, financial data processing, filing, provision of information

- ❑ Good knowledge of financial rules and regulations, accounting
- ❑ Strong IT skills
- ❑ Ability to provide input to business processes re-engineering, implementation of new system

Leadership and Self-Management

- ❑ Focuses on result for the client and responds positively to feedback
- ❑ Consistently approaches work with energy and a positive, constructive attitude
- ❑ Remains calm, in control and good humored even under pressure

Education:

Secondary Education. University Degree in Business or Public Administration desirable, but it is not a requirement.

Experience:

3 to 5 years of relevant finance experience at the national or international level is required. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.

UN experience is an asset.

Language requirements:

Fluency in the UN and national language of the duty station.

CLOSING DATE FOR APPLICATIONS: 06 August 2016

Applications received after this date will not be considered.

Women are encouraged to apply