



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS
P.O. BOX 25644, 1311 NICOSIA, CYPRUS – TEL: 357-22-614410 FAX: 357-22-614600

Mission Circular No. / 2025-1099

2 April 2025

To: All UNFICYP, OSASG-Cyprus and CMP Personnel

From: Joel Cohen
Chief of Mission Support

A handwritten signature in blue ink, appearing to be 'Joel Cohen', is placed to the right of the 'From:' field.

Subject: **Job Opening # 255135 – Senior Finance and Budget Assistant (G7)**

1. Please find herewith, the details for the following job opening:

<u>Post Title</u>	<u>Office/ Section</u>
Senior Finance and Budget Assistant G7 JO# 255135	FRPS

2. Candidates are required to complete their respective Personal History Profile (PHP) in the Inspira Platform (internal candidates should register and log in through <https://inspira.un.org>, while external candidates should register and log in through <https://careers.un.org>) and submit their application through the Inspira platform no later than **16 April 2025**.

3. Applicants are strongly encouraged to follow “Applicant Guide” under the “Manuals” section in Inspira, when completing their Personal History Profile.

Posting Title : Senior Finance and Budget Assistant, G7
Job Code Title : Senior Finance and Budget Assistant
Department/ Office : United Nations Peacekeeping Force in Cyprus
Duty Station : NICOSIA
Posting Period :
Job Opening number : 25-FIN-UNFICYP-255135-R-NICOSIA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

The position is located in the United Nations Peacekeeping Force in Cyprus. The incumbent will report to the Chief, Financial Resourcing and Performance Section or to his/her designate.

Responsibilities

Budget:

- Acts as Certifying Officers on behalf of and in the absence of programme managers at offices outside headquarters.
- Undertakes reviews, analyses and preparation of the medium-term plan and its revisions.
- Reviews, analyses and assists in the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements, including programmatic aspects; ensures compliance with the medium-term plan and other legislative mandates.
- Assists managers in the elaboration of resource requirements for budget submissions.
- Undertakes research and provides support to higher level Finance & Budget Officers with respect to budget reviews of relevant intergovernmental and expert bodies.
- Provides input into the preparation of allotments, including redeployment of funds when necessary, ensuring appropriate expenditures.
- Monitors budget implementation/expenditures and recommends reallocation of funds as necessary.
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged, and (b) availability of funds.

- Monitors extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Assists in the preparation of budget performance submissions.
- Assists in finalization of budget performance reports, analysing variances between approved budgets and actual expenditures.
- Monitors integrity of various financial databases.
- Verifies accuracy of input data, ensuring consistency of data in previous allotments to new allotments issued.
- Co-ordinates with other finance and budget staff on related issues during preparation of budget reports.

Claims:

- Reviews, analyses and processes payments to third-parties, commercial entities, individuals and troop-contributing countries, 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. Monitors bank balances worldwide.
- Assists Cashier in cash management and investment issues, including cash flow forecasts.
- Liaises with banks worldwide regarding outstanding items and payment instructions.
- Investigates complaints on non-receipts.
- Monitors cheque stock and orders new stock as required.
- Reviews inter and intra-unit processes with aim to optimize workflow and customer orientation.
- Monitors/reviews methods used to remit payments.
- Assist in preparation of periodical reports: cash flow, contributions, etc.
- Follows-up on audit recommendations.
- Follows-up on fraud cases.
- Assists cashier in the daily operation of the Cashier's Unit responsible for the transmittal of payments worldwide.
- Files and archives as required.

General:

- Keeps up to date on documents/reports/guidelines that have a bearing on matters related to programme and/or peacekeeping budgets, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures.

- Drafts or prepares correspondence to respond to enquiries in respect to relevant financial and budget matters.
- Provides guidance, training and daily supervision to other general service staff in the area of responsibility.
- Assists with the collection and analysis of data as well as preparation of data presentations and reports for information sharing, responding to queries, knowledge management, planning and decision making.
- Assists with visualizations and updating information material such as web pages or brochures.
- Performs other related duties, as assigned.

Competencies

Professionalism: Knowledge of, and ability to apply financial rules, regulations, and procedures in the UN environment. Knowledge, skills, and ability to extract, interpret, analyse, and format data across the full range of finance and budget functions, including programme development and database management, claims, and treasury operations. 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. Ability to perform analysis, modelling and interpretation of data in support of decision-making.

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 the 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.

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.

Education

High school diploma or equivalent is required.

Knowledge of the International Public Sector Accounting Standard (IPSAS) is required.

Job Specific Qualifications

Work Experience

A minimum of ten (10) years of experience in finance, budget, accounting and administrative services or related areas is required.

Experience in Enterprise Resource Planning (ERP) systems or Business Solutions (BS) or SAP Platform is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in English is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Applicants in the General Service category shall meet the relevant employment requirements of the host country (Republic of Cyprus), including fulfilling visa or work permit stipulations.

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff.

Female candidates are strongly encouraged to apply for this position.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of

qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural or ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment

platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.



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2 April 2025

Post Title:	Senior Finance and Budget Assistant	Work Base:	UNPA
Office:	FRPS	Category:	General Services
Job Opening#:	255135	Level:	GL7
Duty Station:	Nicosia HQ	Deadline:	16 April 2025
Type of Contract:	Fixed-Term		

For further details related to the Job Opening, interested applicants are encouraged to visit the following link:

https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/UN_CUSTOMIZATIONS.UN_JOB_DETAIL.GBL?Page=UN_JOB_DETAIL&Action=A&SiteId=1&JobOpeningId=255135&PostingSeq=1