



The United Nations Peacekeeping Force in Cyprus invites applications for the post of

Finance & Budget Assistant – GS-6

Organizational Setting and Reporting Relationships: These positions are usually located in offices outside of headquarters. The Associate Finance & Budget Assistant usually reports to the Head of the Unit or to a Finance & Budget Officer.

Responsibilities: Under the overall supervision of the Chief Finance and Budget Officer (CFBO), the incumbent performs a variety of multifaceted Finance and budget, and assisting the other units Payroll, Vendors, Cashier, Budget in its daily activities as detailed below:

Finance:

Scrutinizes source documents for completeness, accuracy and validity of charges; Investigates erroneous charges and takes appropriate corrective accounting actions; Communicates with other sections regarding missing documentation or any other issues; Reconciles and reviews suspense accounts and ensure proper clearance procedures have been followed; Extracts details of income, expenditure, assets and liability from SAP accounting system in order to analyse and verify accuracy and validity; Consolidates data into financial statements; Prepares worksheets and assists with the preparation of financial statements; Provides guidance and training to colleagues as required; Drafts/prepares memoranda and/or cables to various offices, departments and overseas offices; Responds to queries from staff members and third parties.

Budget:

Undertakes research and provides support to higher level Finance & Budget Officers with respect to budget reviews of relevant intergovernmental and expert bodies; Monitors expenditures and compares with approved budget; prepares adjustments as necessary; Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged, and (b) availability of funds; Monitors integrity of various financial databases; Verifies accuracy of input data, ensuring consistency of data in previous allotments to new allotments issued;

Treasury:

Identifies and annotates daily bank account movements; Periodic reconciliation of accounts in SAP; Responsible for monthly bank reconciliation between bank statements and Ledgers; Files and archives as required.

General:

Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to the section; Drafts or prepares correspondence to respond to enquiries in respect to relevant financial and budget matters; Maintain and keep up-to-date files; Providing guidance, training and daily supervision to other general service staff in the area of responsibility;

Performs other related duties, as assigned.

Qualifications:

Education: High school diploma or equivalent.

Experience: Seven years of experience in finance, budget, accounting, administrative services or related area.

Language: Fluency in oral and written English is required. Knowledge of local language (Greek / Turkish) an asset.

Other: Should be able to pass the basic training in SAP (Umoja).

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 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.
- **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.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Interested and qualified candidates are encouraged to apply by **specifying job opening # 23/2016. Candidates must complete the United Nations Personnel History Form (P11) and a Cover Letter. All documents must be submitted in English.** The P.11 form can be downloaded from the UNFICYP website: www.unficyp.org under Employment. Submit applications to:

The Human Resources Management Section

Email: unficyp-national-applications@un.org

*Deadline for receipt of applications is **15 December 2016**
Preference will be given to equally qualified women candidates.
Only **shortlisted** candidates shall be contacted by the
UNFICYP Human Resources Management Section
Please visit UNFICYP website for full details of the post.*