



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

- Finance & Budget Assistant (GL5)-

Organizational Setting and Reporting Relationships: This position is located in the Office of Finance and Budget Section – UNFICYP. The Finance & Budget Assistant reports to the Head of Budget Unit.

Main Duties and Responsibilities:

Budget:

- Assists in the preparation of supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements.
- Supports the Senior Budget Assistant in extracting information and generating expenditure reports from computerized information system databases; assists in preliminary analyses of the extracted information and the reports generated, and highlights areas of concern for the attention of the Chief, Finance and Budget Officer.
- Assists in the development of resource requirements for budget submissions and in the preparation of budget performance submissions.
- Researches/compiles data for the Performance Report and other information required by the Chief, Finance and Budget Officer in the review and analysis of relevant proposals.
- Consolidates data and provides support to the Chief, Finance and Budget Officer with respect to budget reviews of relevant intergovernmental and expert bodies.
- Assists the Chief, Finance and Budget Officer in the preparation/finalization of budget performance reports, performing preliminary analysis of variances between approved budgets and actual expenditures.
- Assists the Senior Budget Assistant with data input in the budget instructions for peacekeeping operations.
- Assists the Senior Budget Assistant in the issuance of allotments to all sections.
- Prepare allotment/redeployment vouchers in the SAP system.
- Verifies accuracy of input data, ensuring consistency of data in previous allotments to new allotments issued.
- Investigates erroneous charges and takes appropriate corrective accounting actions.

General:

- Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to programme budgets, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures.
- Drafts routine correspondence with respect to enquiries related to relevant financial and budget matters.
- Maintains and keep up-to-date files.
- Performs other related duties, as assigned by the supervisor (s).

Qualifications

Education: High school diploma or equivalent.

Experience: Five (5) years of experience in finance, budget, accounting, administrative services or related area.

Language: Fluency in oral and written English is required. In addition, knowledge of local language (Greek / Turkish) is an advantage.

Special Notice: Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency based interview

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 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.

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 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.

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 vacancy announcement # 19/2016. Candidates must complete the United Nations Personnel History form (P11) in English. The P.11 form could be downloaded from the UNFICYP website: www.unficyp.org under Employment. Submit applications to:

Chief of Mission Support

Email: unficyp-national-applications@un.org

Deadline for receipt of applications is 31 August 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.