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## **JOB POSTING DETAILS**

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<b>Posting Title:</b>	<b>Finance Assistant, GL-5</b>
<b>Job Code Title:</b>	<b>Finance Assistant</b>
<b>Opening Number:</b>	<b>UNMHA-Hudaydah-2019-NJO-026</b>
<b>Department/Office:</b>	<b>The United Nations Mission to Support the Hudaydah Agreement</b>
<b>Location:</b>	<b>Hudaydah, Yemen</b>
<b>Type of Contract:</b>	<b>Temporary Appointment</b>
<b>Duration of Contract:</b>	<b>Six months with possible extension</b>
<b>Posting period:</b>	<b>18 – 31 December 2019</b>

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

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**Special Notice:**

The United Nations Mission to Support the Hudaydah Agreement (UNMHA) invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email [OSESGYrecruitment@un.org](mailto:OSESGYrecruitment@un.org).

**Org. Setting and Reporting:**

This position is located in the Finance and Budget Unit of the Office of the United Nations Mission to Support the Hudaydah Agreement (UNMHA) based in Hudaydah, Yemen. The Finance Assistant will report to the Chief Finance and Budget Officer.

**Responsibilities:**

The Finance Assistant provides support for all payments and clearing of advances related to staff and vendors, to record financial transactions, to perform duties of Cash Custodian and preparation of financial reports and reconciliations.

Within the delegated authority, the incumbent will be responsible for performing the following duties for the United Nations Mission to Support Hudaydah Agreement (UNMHA):

- Assists with the computation of staff and non-staff members entitlements including claims, danger pay, daily subsistence allowance, mission subsistence allowance, voluntary living allowance and any other allowances for payments;
- Assists with the processing of cost recoveries for both internal and external customers;
- Assists in the review and analysis of receivables, payables and all open items for corrective actions;
- Verifies that relevant supporting documents have been provided and certified by a duly designated certifying officer for goods and services received, for payments of staff entitlements, travel claims, agencies etc. to ensure conformity and adherence to applicable United Nations policies such as staff rules, financial regulations and rules, ST/AI issuances or practices, IPSAS policy framework; communicates discrepancies to supervisors;
- Assists with the disbursement and release payments by cheques, cash or wire transfer;
- Assist with exception payments for corrective actions;
- Assists with the preparation of cash flow forecasts, cash replenishments; maintains the records of incoming and outgoing cash; monitors cheque stock and cash receipt for replenishments;
- Coordinate for timely processing of payments to staff and vendors;
- Coordinate with stff and local vendors for local payment processing through imprest cash;
- Assists in monitoring extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures;
- Supports the monitoring of budget implementation/expenditures with approved budget in ensuring they remain within authorized levels;
- Assists with the review of current budget period commitments to ensure their validity to carry forward and cancel outstanding commitments not valid;
- Responds to queries from staff members and vendors;
- Drafts routine correspondence;
- Maintain archives of the Unit in the location.
- Performs other duties as assigned by the supervisor.

### **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 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.

**Education:**

A high school diploma or equivalent is required. Technical or vocational certificate in accounting, finance, financial management or related fields is also a requirement.

**Work Experience:**

A minimum of five (5) years of experience in the fields of finance, accounting and financial management. Experience working in related areas within the United Nations system is desirable. Experience in ERP/SAP is desirable. Proficiency in MS Office especially in MS Excel is required.

**Languages:**

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

**Assessment Method:**

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

**United Nations Considerations:**

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

**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.