
JOB POSTING DETAILS

Posting Title:	Finance Assistant, G-5
Job Code Title:	Finance Assistant
Opening Number:	UNMHA-2021-TJO-022
Department/Office:	United Nations Mission to Support the Hudaydah Agreement - UNMHA
Location:	Sana'a, Yemen
Type of Contract:	Temporary Appointment
Duration of Contract:	364 days
Posting period:	16 - 23 August 2021

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

Special Notice:

This position is being advertised for advance planning purposes pending formal approval of the relevant funding and staffing structures for a duration of 364 days. An appointment may be terminated, or post level adjusted in accordance with the Staff Rules for such reasons as abolition of post or reduction of staff or budget approvals, for example in the event that the funding for the post is not approved or the mandate of the mission is not extended.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. Only Yemeni nationals are eligible to apply to this position.

Org. Setting and Reporting:

This position is located in the Finance and Budget Unit of the Combined Mission Support Component of the United Nations Mission to Support the Hudaydah Agreement (UNMHA) and the Office of the Special Envoy of the Secretary-General for Yemen (OSESFY). The Finance Assistant will be based in Sana'a, Yemen, and will report to the Associate Finance Officer.

Responsibilities:

Within the delegated authority, the incumbent will be responsible for performing the following duties for the United Nations Mission to Support Hudaydah Agreement (UNMHA) and the Office of the Special Envoy of the Secretary-General for Yemen (OSESFY):

- Receive invoices from sections and verify to confirm that all relevant and correct supporting documents have been provided for goods and services received, to ensure conformity and adherence to the applicable United Nations Financial Regulations and Rules, Administrative Instructions, Guidelines and Procedures.
- Coordinate with payments processing offices for timely disbursement by cheques, cash, or wire transfer.
- Maintain records of all incoming and outgoing invoices and claims.
- Provide details required by local banks for payments and transfers.
- Maintain records of all local advances and follow-up for timely settlement.
- Assist in timely settlement of receivable and payable accounts.
- Coordinate with imprest\petty cash custodians for local cash disbursement instructions.
- Assist in preparation of weekly imprest\petty cash status reports.
- Assist in preparation of monthly expenditure report.
- Assist in monitoring of budget implementation/expenditures.
- Assist in reviewing funds commitments\obligations and encumbrances.
- Provide response to queries from staff members and vendors for financial transactions.
- Maintain proper archives for all financial records in the Office.
- Perform other duties assigned by supervisors.

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.

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.

Client Orientation: Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

Education:

A high school diploma or equivalent is required.

Technical or vocational certificate in Accounting or Finance is also a requirement.

Work Experience:

A minimum of five (5) years of experience in Accounting, Finance or related area.

Experience working within the United Nations System is desirable.

Experience in Umoja (SAP) or similar enterprise resource planning system is required.

Proficiency in 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.