

# United Nations International Residual Mechanism for Criminal Tribunals

Finance Clerk, G-4 x 2 posts

(This post commences January 2020 subject to availability)

**\*Appointment of the successful candidate to this position will be subject to budgetary approval**

DEADLINE FOR APPLICATIONS	:	25 June 2019
DATE OF ISSUANCE	:	27 May 2019
OFFICE	:	Registry/ Finance Section
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2019/IRMCT/REG/FIN/049-GS

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

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## Organizational setting and Reporting:

This position is located in the Registry, Finance Section under the supervision of the Head of the Unit.

## Responsibilities:

**Accounts payable:** Verifying and preparing payments to third parties, commercial entities, and individuals, with respect to settlement of: vendor payments, travel and other claims, petty cash and imprest accounts replenishment, ensuring appropriate and comprehensive supporting documents are attached by uploading into the ERP system (SAP). Monitoring of accounts payable aging and discussing more complex payments and accounts clearing with senior staff for accounts clearing. Maintaining invoice registration and vendors' correspondence.

**Accounting:** Processing of financial documents in line with the financial rules and regulations. Assist in the review and analysis of various accounting data. Scrutinizing supporting documents for completeness, accuracy and validity of requests in line with applicable policies, procedure, rules and regulations. Assisting with the analysis of open item managed accounts (OIM) in the ERP system (SAP) and initiate corrective action as per discussions with Finance Officer. Assisting the Finance Officer with issuance of debit advices and other billing documents, VAT claims and settlement of accounts receivable including coordination with Payroll Unit to record various staff recoveries.

**Payroll:** Assisting with the data extraction for preparation of various payroll related reconciliation and reports such as CIGNA, Staff Union, Pension, etc. Assisting with validation of payroll results from personnel actions with respect to salary and allowances, and payroll deductions. Assisting with the management of health insurance programs.

## Core Competencies:

- **Professionalism:** 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.
- **Teamwork –** Works collaboratively with colleagues to achieve organisational 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.
- **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.

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## QUALIFICATIONS

**Education:** High school diploma or equivalent is required. Certificate/coursework/training in accounting, finance or directly related fields is highly desirable. Advance knowledge in Excel.

**Experience:** Minimum of 3 years of progressively responsible finance or administrative experience. Knowledge of SAP (Umoja) is required. Good command of Excel would be an asset.

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**Language:** English and French are the working languages of the IRMCT. For the post advertised, fluency in oral and written English is required.

**Assessment Method:**  
There may be a technical test followed by a competency-based interview.

**Special Notice:**  
The appointment is limited to the Mechanism. **\*Appointment of the successful candidate to this position will be subject to budgetary approval.** Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

**HOW TO APPLY:**

## **NOTE FOR INTERNAL CANDIDATES:**

- 1) Staff at the G-3 and G-4 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the Mechanism website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the [recruitmentR@un.org](mailto:recruitmentR@un.org) in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions. Evidence of passing the ASAT/GGST is encouraged in order to assess the need for testing.

## **NOTE FOR EXTERNAL CANDIDATES:**

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the Mechanism website ([www.unmict.org](http://www.unmict.org)) and forward electronically AS ONE DOCUMENT to the [recruitmentR@un.org](mailto:recruitmentR@un.org) in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the United Nations Global General Services Test (GGST) in the duty station as per OHRM instructions. Evidence of passing the ASAT/GGST is encouraged in order to assess the need for testing.
- 2) The appointment of the successful candidate will be on a local basis.

## **NOTE FOR PREVIOUSLY ROSTERED CANDIDATES**

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

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