

United Nations International Residual Mechanism for Criminal Tribunals

Finance Clerk, G-4 x 2 posts

DEADLINE FOR APPLICATIONS : 28 August 2018
DATE OF ISSUANCE : 30 July 2018
OFFICE : Registry/Finance Section
LOCATION : The Hague
VACANCY ANNOUNCEMENT : 2018/IRMCT/REG/FIN/012-GS

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

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.

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.
- **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.
- **Planning and Organising** – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments, adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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

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:

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The appointment is limited to the Mechanism. Appointment of the successful candidate on this position will be limited to the initial funding of the post. 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) Staffs 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 inspiras 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 recruitment@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.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the Mechanism website (www.unmict.org) and forward electronically AS ONE DOCUMENT to the recruitment@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.
- 2) The appointment of the successful candidate will be on a local basis therefore he/she will be responsible for all travel expenses incurred in connection with this recruitment.

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.
