United Nations International Residual Mechanism for Criminal Tribunals

Finance Officer, FS-6

DEADLINE FOR APPLICATIONS : 09 August 2023
DATE OF ISSUANCE : 11 July 2023
OFFICE : Registry, Administrative Section
LOCATION : Arusha
JOB OPENING NUMBER : 23-FIN-RMT-213604-R-ARUSHA (R)

Organizational setting and Reporting:
This position is located in the Administrative Section of the Registry of the United Nations International Residual Mechanism for Criminal Tribunals (IRMCT) (Arusha Branch), the incumbent will work under the supervision of the Chief of Finance.

Responsibilities:
Within delegated authority, the Finance Officer will carry out the following duties:

Accounts:
• Review and verify the closing of monthly accounts and preparation of financial statements for submission to Headquarters.
• Verify the data reported in the financial statements.
• Scrutinize source documents for completeness, accuracy, and validity of charges.
• Review and approve various vouchers and accounting transactions, e.g., payroll, payment of staff entitlements, final payments, travel claims, vendor invoices, agencies, field missions, etc., to ensure adherence to relevant staff rules, financial regulations and rules, guidelines, or practices.
• Maintain internal control procedures.
• Investigate erroneous charges and take appropriate corrective accounting actions.
• Review and reconcile suspense accounts and ensure proper clearance procedures have been followed.
• Review and verify bank reconciliations on a monthly basis.
• Examine details of income, expenditure, assets, and liability from accounting system in order to analyze and verify accuracy and validity.
• Examine the validity of requests for increases in petty cash levels; approve disbursement vouchers to replenish petty cash accounts.
• Serve as Approving Officer for the Finance Section.
• Supervise other General Service or Field Service staff as required.
• Respond to queries from staff members and third parties.

General:
• Keep up to date on documents/reports/guidelines that have a bearing on matters related to programme, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures.
• Provide guidance and training (including preparation of training materials) to junior staff with respect to transaction processing and the use of Umoja.
• Draft/verify memoranda and/or cables relevant to financial and budget matters to various offices, departments, and missions.
• Perform other related duties, as assigned.

Core Competencies:
• Professionalism: Knowledge in the use and application of the Organization’s financial regulations and rules as well as accounting policies and practices. Knowledge, skills and ability to extract, interpret, analyse and apply data across the full range of finance, accounting, treasury and budget functions. Demonstrated use of initiative and ability to make appropriate linkages in work processes and anticipate next steps showing skills and ability to analyse and interpret financial data. Ability to plan and achieve the unit’s operations and objectives. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
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- 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.

QUALIFICATIONS

Education: High school or equivalent diploma is required. Technical or vocational certificate in accounting, finance, budget or related fields is required. Candidates may be required to take basic accounting and mathematical tests to determine their eligibility for this position.

Experience: At least 10 years of progressively responsible experience within the United Nations system or in the private sector at the national or international level in accounting, budgeting or financial management. The minimum year of relevant experience is reduced to 5 years for candidates who possess a first level University Degree.

Experience and proficiency in SAP (Umoja) are required. Experience working with IPSAS is required. Experience with United Nations Financial Rules and Regulations is required.

Languages: English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Working knowledge of French is desirable.

Assessment Method: There may be an assessment exercise for qualified candidates followed by a competency-based interview.

Special Notice: 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.

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. 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. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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.

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.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term “sexual harassment” means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the
Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on “Manuals” hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

HOW TO APPLY:
All applications must be submitted through the UN Inspira portal. The Mechanism is not able to accept applications for this vacancy via email.
Internal applicants may go to https://inspira.un.org
External applicants may go to https://careers.un.org