

Posting Title : FINANCE OFFICER, P3  
Job Code Title : FINANCE OFFICER  
Department/ Office : International Residual Mechanism for Criminal Tribunals  
Location : THE HAGUE  
Posting Period : 12 February 2025-13 March 2025  
Job Opening number : 25-FIN-RMT-253038-R-THE HAGUE (R)  
Staffing Exercise : N/A

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

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### **Org. Setting and Reporting**

This position is located in the Finance Section, Registry of the International residual Mechanism for Criminal Tribunals (IRMCT), The Hague under the supervision of the Chief Finance Officer.

### **Responsibilities**

Within delegated authority, the Finance Officer will be responsible for the following duties:

- Manages the achievement of Key Performance Indicators (KPIs) and all components for IRMCT projects/programmes/operations.
- Plans, organizes, manages, guides, trains, and supervises the assigned team. Ensures that the team's output meets high quality standards; reports are clear, objective, and based on comprehensive data.
- Reviews and undertakes the closing of monthly accounts, followed by preparation of financial statements for submission to Headquarters.
- Ensures that accounting records derived from IPSAS compliant Trial Balances are maintained.
- Scrutinizes source documents for completeness, accuracy and validity of reported figures and underlying transactions.
- Assists in the development of the Section's annual budget programme, particularly in establishing major resourcing priorities, prepares cost estimates and budget proposals for resourcing requirements, including non-staff and programmatic aspects; reviews, analyzes and revises data for the finalization of the budget proposals as well as Result Based Budgeting (RBB) inputs.
- Participates in preparation, review and finalization of budget performance reports in

compliance with the Legislative requirements and recommendations and Controller's instructions; reviews and ensures validity of variances between approved budgets and actual expenditures.

- Participates in developing inputs to the UN's legislative processes for consideration of IRMCT financing requirements by Controller's Office, the Advisory Committee on Administrative and Budgetary Questions (ACABQ) and the Fifth Committee of the General Assembly.
- Reviews and approves supporting vouchers for accounting transactions including payroll, staff entitlements, final payments, travel claims, vendor invoices, agencies payments, and other allowances. Ensure compliance with applicable United Nations policies such as staff rules, financial regulations and rules, ST/AI issuances or established practices, IPSAS policy framework.
- Provides advice, financial interpretations, adaptations, and corrective actions in response to audits and other queries to ensure adherence to the UN Financial Regulations and Rules, Staff Rules, Administrative Instructions, Bulletins and Circulars.
- Ensures the integrity of financial and management systems and the controls that underpin them; reports findings and makes recommendations to Chief Financial Services.
- Acts as Approving Officer under Financial Rule 105.4 in adherence with the UN Regulations and Rules.
- Ensures that the established IPSAS compliance monitoring and Internal Control Framework (ICF) is fully implemented, and any deviations documented and reported.
- Reviews and verifies completeness of documentation supporting invoices and payment requests.
- Performs other duties as may be assigned.

## **Competencies**

**PROFESSIONALISM** : Knowledge of financial and budgetary management principles and practices. Ability to independently conduct research and analysis, formulate options and present conclusions and recommendations. 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.

**PLANNING & ORGANIZING** : 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.

**ACCOUNTABILITY**: Takes ownership of all responsibilities and honours commitments; delivers outputs within prescribed time, cost and quality standards; operates in compliance

with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility of delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

### **Education**

Advanced university degree (master's degree or equivalent degree) in business administration, finance, or related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Job Specific Qualifications**

Certification as a Certified Public Accountant (CPA), Chartered accountant (CA) or equivalent is desirable. Please attached the certificate.

### **Work Experience**

A minimum of five (5) years of progressively responsible experience in finance, administration, budget, business administration or related area is required.

Working experience with financial systems/finance modules of Enterprise Resource Planning (ERP) system, such as Umoja, is desirable.

Experience with application of International Public Accounting Standards (IPSAS) or similar standards is desirable.

Experience with (Value-Added Tax (VAT) claims is desirable.

Proven experience in large-scale financial data analytics is desirable.

Experience with UN International Criminal Tribunals is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For this

position advertised, fluency in English is required.

NOTE: "Fluency" equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in two of the four areas.

### **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be 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 for one (1) year period. 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.

### **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 perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, *inspira*, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.

## **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.