

Vacancy No:	VA/UNSSC/009/2023_amend
Post Title:	Finance Assistant, G4
Organizational Unit:	UNSSC Operations
Duty Station:	Turin, Italy
Duration:	1 year; extensions are subject to satisfactory performance and availability of funds
Deadline for applications:	13 April 2023

At the United Nations System Staff College (UNSSC), the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNSSC 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.

Organizational Context:

The main goal of the Operations unit is to provide effective support to the Staff College's strategic priorities in the short, medium, and long term. Its main mandate is to provide timely, efficient and effective support to the Staff College with respect to the full range of budget, finance, human resources, information & communication technology (ICT), procurement and support services.

Reporting to the Chief of Operations and under the technical guidance of the Accounting Associate, the Finance Assistant will provide technical and administrative support to the Operations unit.

Terms of reference:

The incumbent performs routine clerical and administrative functions such as processing financial obligations for goods and services and travel, processing and keeping track of payments and travel claims. The specific tasks of the Administrative Clerk are to:

Assist in managing UNSSC payables (60%)

- Prepare and process payments through the ERP (Quantum)
- Prepare and process supplier payments and ensure timely payment approval
- Process receipts of goods and services;

- Purchase goods with the corporate credit card;
- Reconciliate complex bills from UN organizations, travel agencies, corporate credit card;
- Monitor invoice payments and communicate with relevant suppliers on payment queries
- Investigate and resolve outstanding payment/creditor items

Assist in maintaining appropriate records of UNSSC financial actions (15%)

- Manage incoming and outgoing correspondence within the “outgoing.payments” electronic mailbox.
- Attach the correct documentation to invoices and reconcile purchase orders to invoices received
- Post invoices and credit notes and ensure they are coded correctly in the system
- Ensure that all accounts payable activities comply with relevant UN/UNSSC financial policies and procedures

Assist in managing financial obligations (20%)

- Prepare and process the financial obligations for travel;
- Liaise with administrative and budget assistants to ensure compliance of request for travel and goods and services with appropriate rules and procedures
- Process financial obligations for travel and goods and services
- Assist in the closure of financial obligations

Assist in the production of internal financial reports (5%)

- Participate in in the closure of financial accounts

Competencies

Professionalism: Knowledge of basic principles of budget planning and ability to apply instruction related to applicable internal rules, regulations and procedures. Ability to maintain accurate records, review and interpret a wide variety of data

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; proactively asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals.

Technological Awareness: Keeps abreast of available technology.

Client Orientation: Provide timely and quality services.

Accountability: Takes ownership of all responsibilities and honours commitments.

Planning & Organizing: 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; follows up on pending issues independently; uses time efficiently.

Qualifications required

Education: High School Diploma.

Experience:

This position requires:

- At least 4 years of work experience in administrative services, budget or related area.
- Experience in an international environment is an asset;
- Experience with any Enterprise Resource Planning systems (ERP) is an asset.

Languages and other skills:

- Working knowledge of English and Italian
- Good knowledge of office technology such as MS Office package and e-mail application.

Submission of applications

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position

Please apply through the online application form available at <https://www.unssc.org/about/employment-opportunities>