

<b>Vacancy No:</b>	<b>VA/UNSSC/024/2024</b>
<b>Post Title:</b>	<b>Finance Assistant, G4</b>
<b>Organizational Unit:</b>	<b>Administrative Services, Integrated Business Centre</b>
<b>Duty Station:</b>	<b>Turin, Italy</b>
<b>Duration:</b>	<b>1 year; extensions are subject to satisfactory performance and availability of funds</b>
<b>Deadline for applications:</b>	<b>7 December 2024</b>

\*\*\*

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 United Nations System Staff College (UNSSC) is dedicated to serving the learning and knowledge needs of the UN system and partner organizations. We create first-rate learning experiences grounded in the bedrock values of multilateralism and dignity for all enshrined in the UN charter. Participants in our programmes rely on UNSSC to enhance their knowledge and skills across leadership and management, sustainable development, and peace and security. UNSSC is headquartered in Turin, Italy with an office in Bonn, Germany.

The United Nations System Staff College operates through two distinct but inter-dependent departments: 1) Learning and Knowledge Services (LKS), and 2) Integrated Business Services (IBC). The IBC adds value to the relationship between UNSSC, its clients and donors through integrated support to UNSSC's Directorate and programmes in the areas of Administrative Services, Digital Learning Services, and Client Management Services.

Administrative Services include: Policy and Planning, Human Resources, Budget and Finance, Office premises and Logistics, and Information and Communication Technology Services.

## **Terms of reference:**

Reporting to the Chief of Administrative Services, and under the technical guidance of the Finance Associate, the incumbent will provide technical and administrative support to the Administrative Services. Specific responsibilities include:

### **Monitoring UNSSC receivables (35%)**

- Prepare and send invoices to UNSSC clients
- Generate financial reports to UNSSC clients
- Monitor and track UNSSC contributions (Memorandum of Understanding, Letters of Agreement, Pledges and others) and maintain filing of respective documentation
- Monitor payments from external clients, including cancellation of participants, payments received, movements of participants between activities and coordinate their recording.
- Monitor accounts receivables and follow up accordingly

### **Maintaining appropriate records of UNSSC financial actions (35%)**

- Manage billing and income-related correspondence
- Monitor UNSSC programme database/Customer Relationship Management system and liaise with programme assistants to ensure accuracy of data
- Produce statistics on distribution of UNSSC participants by UN organization
- Monitor, review and follow up on outstanding invoices, payments and contributions in collaboration with UNSSC teams

### **Assist in processing payments (15%)**

- Examine payment requests received to ensure that: documentation is complete and all information concerning the payment has been supplied; proper accounting codes are used; certification of services rendered/goods delivered is written on the payment document and duly signed by authorized officials
- Verify payment information
- Ensure payment requests have been properly obligated and that payment is in accordance with relevant UN Financial rules and Regulations and UNSSC procedures
- Obtain clarification from Portfolio Managers/Programme Assistants where discrepancies exist
- Prepare payment vouchers and enter payment details into Quantum
- Prepare periodic review of outstanding payments or invoices

### **Generating internal financial reports (15%)**

- Assist in the closure of activities financially
- Assist with the collection and analysis of data as well as preparation of data presentations and reports for information sharing, responding to queries, knowledge management, planning and decision making

Perform other duties within functional profile as assigned and deemed necessary for the efficient functioning of the office and the Organization.

### Competencies:

**Professionalism:** Knowledge of, and ability to apply applicable financial rules, regulations and procedures in the UN environment. Ability to maintain accurate records, review and interpret a wide variety of data

**Teamwork:** Acting as a team player and facilitating team work; working collaboratively with colleagues to achieve organizational goals; willing to learn from others

**Planning and organizing:** Organizing and prioritizing work schedule to meet client needs, observing deadlines and achieving results.

**Client orientation:** Maintaining effective client relationships; reporting to internal and external clients in a timely and appropriate fashion.

### Qualifications required:

**Education:** Secondary education/high school diploma.

**Experience:** Minimum of four years' work experience in finance, budget, accounting, administrative services or related area (required). Experience with any Enterprise Resource Planning systems (ERP) (required). Experience in an international environment (desirable).

### Languages and other skills

- Working knowledge of English and Italian (required).
- Good knowledge of office technology such as ERP and MS Office package (required).
- Basic knowledge of data visualization tools is desirable.

### 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; and

Please apply through the online application form available at:

<https://www.unssc.org/about/employment-opportunities>