

Vacancy No.: VA/UNSSC/002/2020

Post Title and Level: Accounting Associate (G6)

Organizational Unit: Operations

Duty Station: Turin, Italy

Duration: One year, extension of the appointment is subject to

availability of funds and satisfactory performance

Deadline for applications: 01 March 2020

UNSSC provides a work environment that reflects the core values: integrity, professionalism and respect for diversity. We strongly encourage qualified women candidates and candidates from developing countries to apply.

••••••

The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for staff of the United Nations system. Its overall objective is to promote and support UN inter-agency collaboration, increase the operational effectiveness of the UN system as a whole and provide UN staff with the required skills and competencies to face today's global challenges.

UNSSC conducts a variety of learning and training activities, in Turin and Bonn, UN Headquarters as well as the regional and country levels. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations

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.

Terms of reference

Reporting to the Chief of Operations, the Accounting Associate will provide accounting and financial reporting services to the Staff College with the following areas/responsibilities:

- Examines source/supporting documents for completeness, accuracy and validity of charges.
- Investigates erroneous charges and takes appropriate corrective accounting actions.
- Reconciles and reviews suspense accounts and ensure proper clearance procedures have been followed.
- Extracts details of income, expenditure, assets and liability from accounting system in order to analyse and verify accuracy and validity.
- · Compiles yearly financial statements.
- Prepares worksheets and assists with the preparation of annual financial statements.
- Prepares year-end adjustment journals.
- Provides guidance and training to other colleagues as required.
- Provides technical support to other colleagues in the Operations unit.
- Responds to gueries from UNSSC colleagues and third parties.

Performs other duties as may be required.

Work implies frequent interaction with the following:

Colleagues in Operations Unit, UNSSC Programme colleagues, UNSSC management, UNDP service providers, vendors and third parties.

Results Expected:

Under general guidance, and in consultation with Chef of Operations, prepares or processes accurate and timely accounting and financial reports, transactions and/or records as they relate to the functions. Prepares necessary analysis and corrective actions ensuring proper recording of expenditures and ensuring accuracy and timeliness of settlement of travel/other financial claims, and invoices.

Core Values:

- Integrity
- Professionalism
- Respect for Diversity

Core Competencies:

<u>Professionalism</u>: Knowledge in the use and application of the Organization's financial regulations and rules as well as IPSAS policies and practices. Ability to extract, interpret, and analyse a wide variety of data and to resolve data discrepancies and other problems. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

<u>Communication</u>: 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 audience; demonstrates openness in sharing information and keeping people informed.

<u>Teamwork:</u> Works collaboratively with colleagues to achieve organizational 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.

<u>Planning& Organizing:</u> 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 for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable

<u>Creativity:</u> Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

<u>Client Orientation</u>: 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.

<u>Commitment to Continuous Learning:</u> Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

<u>Technological Awareness:</u> Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Education

High school diploma or equivalent

Work Experience

This position requires:

- Minimum six years of experience in accounting, finance or related area.
- Experience in automated financial system and Excel.
- Good knowledge of IPSAS financial reporting requirements.
- Experience in preparation of IPSAS financial statements.

Languages

English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

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

The application should be submitted preferably by e-mail vacancy@unssc.org with a subject title of "Application for Accounting Associate: VA/UNSSC/002/2020".

If electronic submission is not possible, hard copy can be mailed or faxed to:

UNSSC Operations United Nations System Staff College Viale Maestri del Lavoro, 10 10127 Turin, Italy Fax: (+39) 011 65 35 902

Late submission of application and/or incomplete application will not be considered.

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted shortly after the application deadline.

Date of issuance: 30 January 2020