

**FEMALE CANDIDATES ARE STRONGLY ENCOURAGES TO APPLY.
IT IS MANADATORY THAT APPLICANTS INDICATE THE VACANCY CODE IN THE SUBJECT LINE OF THE APPLICATION EMAIL.**

The Iraq Operation of the United Nations High Commissioner for Refugees (UNHCR) in Iraq invites qualified candidates to apply for the following vacancy:

Functional Title & Grade: Senior Finance Assistant /GL5
Contractual Status: Temporary Appointment
Duty Station: Erbil- Iraq

Vacancy Code: VN-ERBTA-2019-003

Date of Issue: 17 March 2019

Deadline for applications: 24 March 2019

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Operational Context

The Senior Finance Assistant is normally supervised by the (Senior) Finance Officer or the National (Asst/Assoc) Finance Officer who defines work objectives and provides regular advice and guidance. The incumbent also refers to UNHCR Manuals and relevant policy papers on financial issues.

The incumbent assists with the processing of financial transactions. S/he keeps frequent contact with staff at various levels in the office and with bank officials to exchange information.

The incumbent will undertake the following responsibilities under the direct supervision of the Senior Admin/Finance Officer at UNHCR Field Office Erbil.

FUNCTIONAL STATEMENT

Accountability:

- Financial transactions and reconciliations are processed in line with relevant policies and procedures.
- Financial reports are provided as per financial guidelines and when required

Responsibility

- Maintain financial records for project or other office accounts for which responsibility is assigned. Record receipts and payments, assure accuracy of computation and completeness of documents and maintain continuing status of allotments against obligations.
- Prepare recurring reports on assigned accounts, noting problems resulting from excess cost or less-than-expected receipts. Prepare special reports to clarify problems or as requested for other reasons.
- Calculate and compile cost estimates and projected budget requirements and assist in preparation of budget statements for area of assignment.
- Prepare routine correspondence and maintain contracts with others to discuss matters concerning accounts and related assignments.
- Maintain contacts with local banks to clarify questions pertaining to office bank accounts.
- Brief and assist new staff on basic financial procedures and requirements with respect to payments, entitlements, banking and currency provisions and other requirements relating to accounts and finance.
- Perform other related duties as required.

Authority:

- Initiate correspondence to verify data, answer queries and obtain additional information on accounts and financial transactions, as required.

REQUIRED COMPETENCIES

- Analytical Thinking
- Technological Awareness
- Planning and Organizing



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

ESSENTIAL MINIMUM QUALIFICATIONS

- Completion of secondary education with post-secondary training/certificate in Accounting, Business Administration, Finance or related fields.
- Minimum of 5 years of relevant work experience.
- High level of IT affinity (MS Office applications, People Soft).
- Fluency in English and working knowledge of another relevant UN language or local language.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Knowledge and work experience of MSRP Finance applications.
- Good knowledge of UN/UNHCR Financial rules and procedures.
- Completion of UNHCR learning programmes or specific training relevant to the functions of the position.
- Working knowledge of another relevant UN language.

Interested applicants should forward the UN history form
(P-11) with a covering letter in English explaining their interest in the position to:
[e-mail: irqerbad@unhcr.org](mailto:irqerbad@unhcr.org)

Please indicate the vacancy code you are applying for in the subject.

Please note that longlisted candidates may be requested to sit for a written test.

Only short-listed applicants will be contacted, and engagement is needed immediately.