

Internal/External Temporary Job Opening

Date: 15 June 2017

Job Opening no. : TJO/2017/003
Section : Finance Section
Functional title: Finance Assistant
Post level: GS-4
Duty station: Damascus
Deadline for receiving applications: 29 June 2017
Duration of contract: Six Months

Duties and responsibilities:

Organizational setting and reporting relationships:

The position is located in the Office of Finance Section in the OSE-Syria. The Finance Assistant at this level reports to the Officer in charge of Finance Section.

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

- Reviews and processes payments for vendors, individual contractors, consultants, and any other third party;
- Reviews and processes F.10 claims;
- Records monthly recoveries for OSE-Syria staff;
- Processes payments of entitlements for OSE-Syria staff;
- Assists in investigating erroneous charges and take appropriate corrective accounting actions;
- Keeps record of all documents submitted to Finance;
- Maintains Finance archiving system;
- Responds to queries from staff members, other missions, other UN offices, and vendors;
- Performing other duties as required.

Qualification requirements:

- High School Diploma. University degree and technical training in accounting/management is an asset;
- Minimum of four (4) years of progressively responsible experience in finance, budget, accounting, administrative services or related area;
- Good knowledge of Microsoft Office applications, Excel and Access database. Experience in UN internal applications such as accounting systems (Sun Systems) is an asset;
- Good communication skills in English both oral and written. Knowledge of another official United Nations language is an advantage.

Competencies:

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

Submission of application:

Please address the **fully completed and signed application form (P.11 or PHP) in English**, together with copies of relevant supporting documents by e-mail to: ose-syria-recruitment@un.org.

Only applications reflecting the job opening number applied for on the subject will be taken into consideration.

Preference will be given to equally qualify female candidates.

Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates.

Your interest in the Office of Special Envoy for Syria is greatly appreciated.