



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates¹

Position Title : **Senior Finance Assistant**
Duty Station : **Bucharest, Romania**
Classification : **General Service, Grade G6 (full-time)**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **5 August 2021**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy.

Context:

Under the direct supervision of the Resources Management Unit Coordinator and the overall supervision of the Head of Office (HoO), the Senior Finance Assistant will be responsible for performing specialized financial duties such as but not limited to preparation of monthly financial reports and verification of payments in connection with the financial activities in IOM Romania.

Core Functions / Responsibilities:

1. Provide support to RMU Coordinator and Project Coordinator(s) on financial management, budgetary, internal and external audits, procurement and logistics aspects of programs.

¹ Internal candidates are staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs) in the service of the Organization, unless otherwise specified in their contract. Staff members on special leave without pay (SLWOP) and staff members on secondment/loan released by the Organization are also considered internal candidates.



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2. Provide specialized support in the accounting, budget, and financial related issues
3. Ensure correct allocation of budget lines (WBS) to all related expenses, participate in budget making process by collecting relevant data required for such a process as well budget/financial monitoring.
4. Assist in the preparation of financial reports and budget forecast as needed and in the preparation of periodic regional financial reports and analysis of financial results in compliance with IOM and donor reporting standards.
5. Prepare and verify financial transactions and reports from Implementing Partners and correct input of expenditures in the system in coordination with RMO and PM
6. Reconciliate Implementing Partners' reports and data entries of financial transactions from implementing partners in PRISM
7. Participate in preparation of the resource schedule and the financial plan for the project implementation and follows up on them with the Project Manager
8. Review project related expenditures according to IOM and donor regulations; monitors incurred expenditures for assigned projects; controls budget consumption and analyses variances between the project budget and actual expenditures; undertake preliminary financial analyses of projects; report regularly on relevant issues and provides information as necessary.
9. Forecast cash flows according to activities in the projects and monitors funds disbursed.
10. Provide support on internal and external audits of the projects.
11. Prepare and verify payment requests and ensure relevant and timely payments to service providers/consultants, taking into consideration the Organization's and donors' financial rules and regulations.
12. Initiate and/or review purchase and payment requests, ensuring validity of claims, completeness of supporting documentation and consistency of values; ensure the request is within the budget.
13. Create and maintain files for all official documents, agreements, amendments as well as correspondences with the donors
14. Advise the RMU Coordinator of any potential internal control weaknesses and suggest appropriate recommendations
15. Identify areas for improvement and highlight them to the supervisor; provide inputs for new procedures to complement or to adapt existing ones taking into consideration the specific needs of the office.
16. Liaise with other internal functional units of the Office, as well as banking, donors and government counterparts and other stakeholders as required in the performance of the accounting function.
17. Liaise with relevant units at Regional Office Brussels, HQ as well as the administrative centres regarding the financial project monitoring and budgeting issues



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18. Provide guidance and training and assist in coordinating work or junior staff in the unit.
19. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Accounting, Finance, or related field from an accredited institution, with at least four years of relevant professional experience
- Or
- High-school degree in the above-mentioned fields and 6 years 'of relevant *professional* experience

Experience

- High level of computer literacy is required, experience in computerized accounting systems and software. Knowledge of SAP would be a distinct advantage
- Experience in basic project management
- Tolerant individual with ability to work with people from different background and with flexibility and able to work on overtime, when requested
- Capable of working under stressful and difficult conditions.
- Previous work experience with an international/UN organization would be a strong advantage.
- Knowledge of the non-profit sector, especially the UN or related Agencies is an advantage.

Languages

Fluency in **English** and **Romanian** is required.
Any other IOM language (French, Spanish) is an advantage.

Required Competencies

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.



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Core Competencies – behavioural indicators *level 2*

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

This post is subject to local recruitment.

How to apply:

Interested candidates are invited to submit their applications including a cover letter not exceeding more than one page and Personal History Form to bucharestapplication@iom.int by **5 August, 2021** referring to the vacancy notice number VN 2021-09 – Senior Finance Assistant.

Download the Personal History Form accessing
[Download the Personal History Form](#)

The UN salary scale can be accessed at the following link:

https://www.un.org/Depts/OHRM/salaries_allowances/salaries/romania.htm

For an application to be considered valid, IOM only accepts applications duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 22.07.2021 to 05.08.2021