



United Nations High Commissioner for Refugees (UNHCR)

Internal / External Vacancy Announcement

Vacancy Notice No.: IVN/EVN/KEN/NBI/16/007

Title of Post	Senior Finance Assistant (On Replacement Capacity)	Category /Grade	GL5
Post Number	10014673	Reporting Date	Immediately
Type of Contract	Fixed Term Appointment (Initial contract - 1 year)	Date of Issue	23 August 2016
Location	Branch Office Nairobi	Closing Date	05 September 2016

Organizational Context (role of the position within the team, describing its leadership role, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercise by the incumbent)

Under the direct Supervision of The Senior Admin / Finance Officer, The Senior Finance Assistant provides technical support with the processing of financial transactions, and monitors compliance with applicable financial rules and regulations.

Responsibility (process and functions undertaken to achieve results)

- Maintains financial records for project or other office accounts for which responsibility is assigned.
- Codes and records receipts and payments, assures accuracy of computation and completeness of documents and maintains continuing status of allotments against obligations;
- Prepares recurring reports on assigned accounts, noting problems resulting from excess cost or less than-expected receipts. Prepares special reports to clarify problems or as requested for other reasons;
- Calculates and compiles cost estimates and projected budget requirements and assists in preparation of
- budget statements for area of assignment;
- Prepares routine correspondence and maintains personal and telephone contracts with others to discuss matters concerning accounts and related assignments;
- Maintains contacts with local banks to clarify questions pertaining to office bank accounts;
- Briefs and assists newly arrived international staff, experts and consultants on basic financial procedures and requirements with respect to payments, entitlements,

- banking and currency provisions and other requirements relating to accounts and finance;
- Performs other duties as required.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Identify and assess vendors based on their capability for delivering commodities and services. Maintain vendor and item master databases.
- Determine routes and delivery schedules to meet demand in the most timely manner.

Essential Minimum Qualifications and Experience

- Secondary education, together with training/certificate in Accounting, Business Administration, Finance or related field.
- Minimum five years of previous job experience in the field of accounting or finance.

(In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.)

Desirable Qualifications & Competencies

- Excellent computer skills, in particular in MS Office applications.
- Excellent communication skills.

Competencies:-

Values

- Integrity
- Professionalism
- Respect For Diversity Core Competencies

Core Competencies

- Accountability
- Team Work & Collaboration
- Communication
- Commitment to Continuous Learning
- Client & Results Orientation
- Organizational Awareness

Candidates may also be tested on **relevant** managerial and cross function competencies. Examples are listed below:-

Managerial Competencies

- Empowering & Building Trust
- Managing Performance
- Judgement & Decision Making
- Strategic Planning & Vision
- Leadership
- Managing Resources Cross - Functional Competencies

Cross - Functional Competencies

- Analytical Thinking
- Innovation & Creativity
- Technological Awareness
- Negotiation & Conflict Resolution
- Planning & Organizing
- Policy Research & Development
- Political Awareness
- Stakeholder Management
- Change Capability & Adaptability

IMPORTANT

Candidates who wish to be considered for this position should complete a Personal History form (P.11) available on the following link - <http://www.unon.org/docs/P11.doc> and attach it to their application for the position. Applications should be send to:

*The Secretary,
Regional Assignments Committee (RAC),
Human Resources Section,
P.O. Box 43801, 00100
Nairobi, Kenya*

or hand delivered to UNHCR Branch Office for Kenya, Lynwood House, Waiyaki Way (opposite Lions Place). Please quote Reference: **IVN/EVN/KEN/NBI/16/007**

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