LOCAL RECRUITMENT
Tokyo, Japan

VACANCY ANNOUNCEMENT

ACCOUNTANT (NO-A)

Organizational Unit: United Nations University – Centre, Administration/Finance
Reference Number: 2013/UNU/HQ/FIN/FTA/ACCT/26(1)
Applications to: accountant.hq@unu.edu
Closing Date: Open until the position is filled

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars engaged in research, postgraduate training and dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its Peoples and Member States. It serves as a think tank for the United Nations system, contributes to capacity building particularly in developing countries, and serves as a platform for new and creative ideas and dialogue. In addition to the UNU Headquarters located in Tokyo, UNU has already established fifteen institutes and programmes worldwide. For more information please visit http://unu.edu.

We are seeking a high caliber Accountant with a successful professional track record, the ability to challenge the status quo, create new ideas and the potential to bring a significant contribution to the worldwide expansion of UNU’s operations.

Responsibilities:

Reporting to the Chief Finance Officer, the Accountant provides leadership in execution of high quality financial services at the UNU Centre in Tokyo, ensuring effective and transparent utilization of financial resources, integrity of financial services and compliance with UN Regulations and Rules. The key responsibilities of the Accountant include:

- Oversee the day to day operations of the full spectrum of accounting services, which include accounts payable, accounts receivable, reconciliations and monthly closure of accounts;
- Ensure that proper and accurate accounting records are maintained;
- Assist with the treasury function, which includes managing the Japan-based bank accounts, liaising with bankers and cash management activities;
- Contribute to the preparation of timely and accurate financial reports for management and donor reporting;
- Provide guidance concerning application of rules and regulations and the interpretation of requirements for handling financial transactions;
• Lead initiatives to improve workflow and streamline financial processes to enhance efficiency and productivity;
• Actively participate in the International Public Sector Accounting Standards (IPSAS) implementation project;
• Supervise and review the work of staff performing financial operations;
• Supervise the operations of the travel, procurement and asset management units, ensuring the provision of high-quality and timely services as well as compliance with regulatory guidelines; and
• Any other duties as may be assigned or required.

Required Qualifications and Experience:

• Degree in Accounting/Finance or a related field, and professional accounting qualification such as CPA/CA are required.
• At least four (4) years of progressively responsible professional working experience in financial accounting, preferably in an international environment.
• Strong Excel spreadsheet skills and experience in handling ERP systems.
• Strong technical background in accounting, with a thorough knowledge of IPSAS/IFRS and their applications.
• Excellent command in written and spoken English and Japanese. Knowledge of another UN official language would be an asset;
• Ability to establish priorities, work within tight deadlines and handle multiple concurrent activities.
• Good team player with strong interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

The successful candidate is required to spend at least one (1) month at the UNU Centre Finance office in Kuala Lumpur, Malaysia, for training at the commencement of appointment and is expected to undertake occasional missions during the course of the assignment.

Remuneration:

Remuneration will commensurate with qualifications and experience according to suitability of candidates and starts at the NO-A level of the National Professional Officer salary scale for Japan duty station in the United Nations Common System salary scale, plus benefits. For more information, please visit http://www.un.org/Depts/OHRM/salaries_allowances/salaries/japan.htm.

The Rector reserves the right to appoint a candidate at a level below that is advertised.

Duration of Contract:

This is a full time fixed-term appointment. The initial appointment will be for a period of two (2) years with the possibility of renewal on a rolling fixed-term appointment basis, subject to requirements and satisfactory work performance. The mandatory age of retirement for United Nations staff is 62 years.

This is a locally recruited position; no relocation expenses or allowances apply. National Professional Officers shall be of the nationality of Japan where UNU-Centre is located. Applications from suitably qualified women candidates are particularly encouraged.

Staff members of the United Nations University are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of the United Nations University.

Starting Date: As soon as possible.
Application Procedure:

Interested applicants should submit their applications by e-mail (to accountant.hq@unu.edu), and must include the following:

- A cover letter setting out how the qualifications and experience match the requirements of the position;
- A completed and signed UNU Personal History (P.11) form downloadable from United Nations University website at http://unu.edu/about/hr. Please avoid using similar forms provided by other United Nations organizations;
- Full contact information of three (3) referees; and
- An indication of the reference number of the vacancy announcement (2013/UNU/HQ/FIN/FTA/ACCT/26(1)).