**LOCAL RECRUITMENT**  
**Kuala Lumpur, Malaysia**

**VACANCY ANNOUNCEMENT**

**FINANCE ASSISTANT (2 POSITIONS)**  
(Personnel Service Agreement - PSA)

**Organizational Unit**: United Nations University – Centre, Administration/Finance

**Reference Number**: 2014/UNU/HQ/FIN/PSA/FA/01

**Applications to**  
By Post: 
Human Resources Services, United Nations University, 
Block C, Level 1, Wisma UN, 
Kompleks Pejabat Damansara, Jalan Dungun, 
50490 Kuala Lumpur, MALAYSIA.

By E-mail: finasst.psa@unu.edu

**Closing Date**: Open until the positions are filled

**United Nations University Objectives:**

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information please visit [http://unu.edu](http://unu.edu).

We are looking for outstanding individuals with strong commitment to customer service and the potential to bring a significant contribution to the worldwide expansion of UNU’s operations.

**Responsibilities:**

Reporting to the Accountant/Treasurer, the main duties and responsibilities of the Finance Assistant include the following:

- Provide a wide spectrum of financial accounting services which includes timely and accurate processing of travel claims and payments, preparation of journal vouchers, receivables, investment transactions, month-end accounts closing and reconciliations;
- Assist with the contributions related activities, such as reviewing donor agreements, identifying, acknowledging and issuing receipts and reporting contributions from donors;
- Assist in preparation of financial reports, accounts analysis and bank reconciliations;
- Execute financial operations in accordance with UNU’s policies, UN Financial Regulations and Rules and established operational practices and ensure compliance with internal control requirements;
• Assist in new ERP modules implementation and continuous initiatives on systems enhancements;
• Participate in the adoption of International Public Sector Accounting Standards (IPSAS);
• Any other duties as may be assigned or required by the supervisor.

Required Qualifications and Experience:

• Minimum Diploma/Advanced Diploma in Accountancy, Business Administration, Business Studies or equivalent field of study;
• At least two (2) years of progressively responsible experience in a related area;
• Good Excel spreadsheet skills and experience in handling ERP systems;
• Fluency in both oral and written English is required; knowledge of another UN official language is an asset;
• Result-oriented, self-motivated and “hands-on” with the ability to prioritize work and multi-task;
• Proven interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Remuneration:

Remuneration will commensurate with qualifications, experience and level of responsibilities within the Administration.

Duration of Contract:

This is a full time employment on a one (1) year Personnel Service Agreement (PSA) contract with UNU, with the possibility for renewal subject to requirements and satisfactory work performance, and the combined duration of appointments not exceeding six (6) years.

This is a locally recruited post and no relocation allowances apply. The successful candidate will be employed under a local contract and will not hold international civil servant status nor is he/she a “staff member” as defined in the UN Staff Rules and Regulations.

Applications from suitably qualified women candidates are particularly encouraged.

Starting Date: As soon as possible.

Application Procedure:

Interested applicants should submit their applications, preferably by email (to finasst.psa@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 the UNU website. 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 (2014/UNU/HQ/FIN/PSA/FA/01).