



**UNITED NATIONS
UNIVERSITY**

**LOCAL RECRUITMENT
Kuala Lumpur, Malaysia**

VACANCY ANNOUNCEMENT

FINANCE ASSISTANT (GS-5)

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

Reference Number : 2014/UNU/HQ/FIN/FTA/FA/48

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 position is 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>.

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 Finance Officer, 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 preparation of vouchers and/or journals; month-end accounts closing and reconciliations
- Assist in the extraction of information from the ERP system and timely preparation of financial reports and reconciliation of balances
- Assist in the regular preparation of management reports and analysis
- Support the on-going monitoring, execution and reporting of the UNU Budget
- Monitor the projects financial progress in the UNU on a continuous basis
- Actively participate in the adoption of International Public Sector Accounting Standards (IPSAS)
- 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
- Provide general office support services to help ensure the smooth functioning of the Finance Unit
- Any other related duties as may be assigned or required by the supervisor

Required Qualifications and Experience:

- A Bachelor's degree or equivalent from a recognized university in a field of relevance to finance and accounting with 4 years of relevant working experience OR minimum post high school certificate or Diploma in Accounting or equivalent field of study with over 6 years of relevant working experience;
- Experience working with International Public Sector Accounting Standards (IPSAS) or other international accounting standards is desirable;
- 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 and self-motivated with the ability to prioritize work and multi-task;
- A 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

Remuneration:

Remuneration is at the start of the salary scale of GS-5 level of the General Service salary scale for Kuala Lumpur, Malaysia, 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/malaysia.htm.

Duration of Contract:

This is a locally-recruited post and a full-time employment. Initial appointment will be on a fixed-term appointment of two (2) years with the possibility of renewal on a rolling fixed-term appointment basis, subject to satisfactory work performance. Suitably qualified women applicants are particularly encouraged to apply.

Staff members of the UNU are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of UNU. The Rector reserves the right to appoint the candidate to a level below that is advertised.

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/FTA/FA/48)