LOCAL RECRUITMENT  
Kuala Lumpur, Malaysia  

VACANCY ANNOUNCEMENT  

FINANCE ASSISTANT  
(Personnel Service Agreement - PSA)  

Organizational Unit: United Nations University – Centre, Administration/Finance  
Reference Number: 2014/UNU/HQ/FIN/PSA/FA/42  
Applications to: 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.  

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:  
- Verify and assist in the preparation of supporting documents of vouchers and/or journals  
- Assist in extracting information and generating information from the ERP financial system, perform preliminary analysis of the extracted information generated and highlight areas of concern  
- Preparation of monthly schedules and routine reports for both financial and management reporting  
- Respond to routine inquiries and information requests, including drafting routine written responses, as required  
- Create projects in the ERP financial system, preparation of budget revisions, revision of project award and updating of project status  
- Assist with the preparation of budgetary analysis and reports to monitor the financial situation of projects in the financial system  
- Support the IPSAS implementation team in the coordination and preparation of IPSAS project plan and monitoring report  
- Perform other related duties as assigned
Required Qualifications and Experience:

- A post high school certificate or diploma in accounting 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/42).