VACANCY ANNOUNCEMENT
FINANCE ASSISTANT
(Personnel Service Agreement - PSA)

Organizational Unit: United Nations University – Centre, Administration/Finance
Reference Number: 2016/UNU/HQ/FIN/PSA/FA/26
Applications to: fasst.psa@unu.edu
Closing Date: Open until 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 Accountant, the main duties and responsibilities of the Finance Assistant include the following:

- Support the day-to-day operations covering the full spectrum of financial accounting services which include accounts payable, accounts receivable and cash management;
- Verify and assist in the preparation of payment vouchers and supporting documents for vouchers and/or journals, and check the accuracy of calculations and coding;
- Process payments using the online banking system and maintain contacts with the local banks to follow up payments and other bank related matters;
- Respond to routine inquiries and information requests;
- Assist in registration and maintenance of vendor database;
- Provide assistance in the initiatives taken to improve workflow and streamline financial processes to enhance efficiency and productivity;
- Perform other related duties as assigned.
**Required Qualifications and Experience:**

- Diploma or equivalent in Finance, Accounting or a relevant field;
- At least three (3) years of progressively responsible experience in related area;
- Additional certifications such as Nissho Boki Level 2 is desirable;
- Good Excel spreadsheet skills, including the use of functions and formulas, and experience in handling ERP systems;
- Fluency in both oral and written English is required; knowledge of another UN official language is an asset;
- Good command of oral and written Japanese;
- 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 shall not exceed 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.

**Starting Date:** As soon as possible.

**Application Procedure:**

Interested applicants should submit their applications, preferably by email (to fasst.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;
- an indication of the reference number of the vacancy announcement (2016/UNU/HQ/FIN/PSA/FA/26).

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).