



**UNITED NATIONS  
UNIVERSITY**

**Putrajaya/Malaysia**

## **VACANCY ANNOUNCEMENT**

### **Finance Associate (PSA)**

- Organisational Unit** : United Nations University – Administration
- Reference Number** : 2019/UNU/HQ/FIN/PSA/103
- Applications to** : [financeconsultant\\_KL@unu.edu](mailto:financeconsultant_KL@unu.edu)
- Closing Date** : Open until filled

#### **About UN University**

For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU's work spans the full breadth of the 17 Sustainable Development Goals, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe.

#### **About the hiring unit**

This position is located in the UNU's Administration unit, Finance Section. The Finance section delivers wide range of finance-related services to global UNU system.

#### **Responsibilities**

The Finance Associate will be working under overall guidance of Senior Finance Manager.

The ideal candidate will be dynamic, has strong attention to details, focused, and flexible. She/he should be able to exercise good judgement and comprehend the broader view of processes (bigger picture).

- Provide budgetary and reporting services for UNU globally while ensuring the compliance with the applicable rules and regulations.
- Ensures the implementation of effective financial closing and reporting
- Prepares information required to respond to audit findings and recommendations.
- Analyzes accounts and reviews regular financial reports,
- Prepares monthly financial reports and annual financial statements.
- Leads initiatives to improve workflow and streamline financial reporting processes to enhance efficiency and productivity.
- Prepares budget execution reports, highlighting variances between approved budgets and actual expenditures; and provide advice to the institutes in the review of their budget execution

- Provides guidance and training to personnel concerning the application of the UNU policies, UN Financial Regulations and Rules and established operational practices and the interpretation of requirements for handling financial and budgetary transactions.
- Provides administrative office support services to help ensure the smooth functioning of the Finance Unit and performs any other duties as may be assigned.

**Required Qualifications and Experience:**

- Bachelor`s degree or equivalent from a recognized university in finance, accounting or equivalent disciplines with a minimum 7 years of relevant working experience.
- Experience working with International Public Sector Accounting Standards (IPSAS) or other international accounting standards is desirable;
- Analytical skills and ability to handle high volume data are essential
- Excellent Excel spreadsheet skills ( advanced level) and experience in handling ERP systems; knowledge of Oracle Peoplesoft is an advantage;
- Ability to work under minimal supervision and with high level of resilience;
- 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 strong ability to establish priorities, multi-task and work within tight timelines;
- Strong commitment to customer service

UNU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities to apply and become part of the organization.

UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.

**Remuneration:**

This is an employment under Personnel Service Agreement contract (PSA). Remuneration will be commensurate with the qualifications and experience of the successful candidate.

This position carries an annual leave entitlement of 2.5 working days per month and private health insurance coverage.

**Duration of Contract:**

This is full time employment for 6 months.

**Starting Date:** as soon as possible

**Application Procedure:**

Interested applicants should submit their application materials by email to [financeconsultant\\_KL@unu.edu](mailto:financeconsultant_KL@unu.edu)

Applications must include the following:

1. Complete P11 form

2. Cover letter detailing how your qualifications and experience match the requirements of the position and the specific contributions you can make to the UNU. Please include the vacancy announcement reference number: 2019/UNU/HQ/FIN/PSA/103