



**UNITED NATIONS
UNIVERSITY**

PUTRAJAYA, MALAYSIA

VACANCY ANNOUNCEMENT

Finance Associate (GS-6)

Organisational Unit : United Nations University – Centre, Administration

Reference Number : 2019/UNU/HQ/FIN/FTA/FA/34574

Applications to : finasst.appsa@unu.edu

Closing Date : 30th November 2019

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

Reporting to the Senior Accountant, the Finance Associate supports the provision of high-quality accounting services, in compliance with the UN Financial Regulations and Rules, UNU policies and established operational practices. The post is located at UNU Centre (Administration) in Putrajaya.

- Performs a variety of accounting functions, such as approving payment requests and pay cycles, as well as supervises the process of returned payments, payment enquiries and recording of journals.
- Verifies and ensures successful bank transfers for payments as well as liaises with the banks for transactional matters.
- Approves travel requests and claims and advises the application of guidelines to provide solutions to travel related issues.
- Acts as program administrator for debit/credit cards which include liaising with the service providers, issuing cards and ensuring cards transactions are recorded.

- Performs as the lead person in maintaining the capital asset data in the Asset Management module which include registering new asset, executing asset disposals and transfers in the module and review the asset status monthly.
- Supervises the registration and maintenance of vendor master data records in the ERP system.
- Performs month end and year end closing, reconciliations and reporting activities.
- Contributes towards improvements in the ERP system and development of new online applications, which include performing the user acceptance testing and documentation of operating procedures.
- Performs other duties as assigned.

Required Qualifications and Experience:

- Bachelor`s degree or equivalent from a recognized university in Finance, Accounting or equivalent disciplines with a minimum 5 years of relevant working experience. Alternatively, a post high school certificate or diploma in Accounting with at least 7 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 system; 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:

Remuneration will be commensurate with the qualifications and experience of the successful candidate and at the GS-6 level of the General Service salary scale for Kuala Lumpur (duty station). For more information please visit:

http://www.un.org/Depts/OHRM/salaries_allowances/salaries/malaysia.htm

Duration of Contract:

This is a full-time fixed-term appointment. In accordance with the UNU Personnel Policy, the period of initial contract would be for one-year with the possibility to extend. The mandatory retirement age in the United Nations is 65 years.

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 the University.

Applications from suitably qualified women candidates are particularly encouraged.

Starting Date: As soon as possible

Application Procedure:

Interested applicants should submit their application materials by email to finasst.appsa@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/FTA/FA/34574