



**UNITED NATIONS  
UNIVERSITY**

**LOCAL RECRUITMENT**  
Kuala Lumpur, Malaysia

**VACANCY ANNOUNCEMENT**

**FINANCE ASSISTANT (GS-5)**

**Organisation Unit** : United Nations University – Centre, Administration

**Reference Number** : 2020/UNU/HQ/FTA/FA/30687

**Application to** : [financeconsultant\\_KL@unu.edu](mailto:financeconsultant_KL@unu.edu)

**Closing date** : 22 April 2020

**Overview:**

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>.

Reporting to the Senior Finance Manager, the Finance Assistant will be responsible for provision of budgetary and reporting services for UNU globally while ensuring the compliance with the applicable rules and regulations. He/she will work in close collaboration with staff at the UNU Centre and institutes to successfully deliver services. The post is located at UNU Centre (Administration) in Putrajaya.

**Duties and responsibilities**

- 1) Assist with the implementation of effective financial closing and reporting:
  - Assists in the preparation of the monthly financial reports and annual financial statements.
  - Assists with the review of donor agreements in terms of payment schedules, milestones and reporting requirements to ensure correct revenue recognition in accordance with established guidelines for IPSAS compliance

- Perform data entry in the Donor Agreements Contracts Module with minimal supervision.
- Assists to ensure that all entries in the Donor Agreements Contracts Module are updated on a timely basis; and proactively assist to detect data issues.
- Assists with the review of regular financial reports and transactions.
- Assists in the preparation of a variety of reports including contribution reports, refunds to donors, unpaid pledges and voluntary contributions receivable for IPSAS financial reporting
- Assist with the preparation of journal entries and GL schedules
- Assist with the preparation of information required to respond to audit findings and recommendations;

2) Support the execution of the budgeting process:

- Assists in the preparation of supporting documents for the finalization of cost estimates and budget proposals.
- Assists in the preparation of various reports including budget execution reports, project reporting and UNU Council reports

3) Facilitates knowledge building and knowledge sharing:

- Contributes to knowledge sharing by synthesis of lessons learnt and best practices in Finance.
- Contributes to new ERP modules implementation and continuous initiatives on systems enhancements.

4) 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 3 years of relevant working experience. Alternatively, a post high school certificate or diploma in accounting with at least 5 years of relevant working experience;
- Experience working with International Public Sector Accounting Standards (IPSAS) or other international accounting standards is required. Experience in the area of Revenue Management, particularly with donor agreements, is desirable.
- Good Excel spreadsheet skills 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:**

Remuneration will be commensurate with the qualifications and experience of the successful candidate and at the GS-5 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](http://www.un.org/Depts/OHRM/salaries_allowances/salaries/malaysia.htm)

The Rector reserves the right to appoint suitable candidate at a lower category.

**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.

**Application procedure:**

Interested applicants should submit their applications by email to [financeconsultant\\_KL@unu.edu](mailto:financeconsultant_KL@unu.edu) and must include the following:

- Cover letter explaining the motivation for applying for the post and how the candidate`s qualification and experience match the requirements of the position; completed and signed [UNU Personal History \(P.11\)](#) downloadable from [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 (2020/UNU/HQ/FTA/FA/30687)