VACANCY ANNOUNCEMENT

Finance Assistant
(6 months contract)
(Personnel Service Agreement – PSA)

Organisation Unit : United Nations University – Centre, Administration
Reference Number : 2021/UNU/HQ/PSA/FA/86
Closing date : 15 September 2021

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.

This position reports to the Treasurer and will be responsible for assisting with day-to-day treasury operations. The candidate will work in close collaboration with staff at the UNU Centre and institutes to deliver services successfully. The post is located at UNU Centre (Administration) in Putrajaya.

Duties and responsibilities

- Provide a wide spectrum of financial accounting services which includes timely and accurate processing of journal vouchers for revenue, receivables, payables, investment transactions, month-end accounts closing and reconciliations
- Assist with the recording of deposits received from donors/customers.
- Assist in preparation of financial reports, accounts analysis and bank reconciliations;
- Execute financial operations in accordance with UNU’s policies, UN Financial Regulations and Rules and established operational practices and ensure compliance with internal control requirements;
- Any other duties as may be assigned or required by the supervisor.
Required Qualifications and Experience:

- Diploma or degree in Accountancy, Business Administration, Business Studies or related field. At least 2 years of relevant working experience for diploma holders. Fresh graduates are encouraged to apply.
- Proficient in Microsoft Office with good Excel spreadsheet skills;
- 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

Remuneration:
The successful candidate will be employed under a local PSA contract and no relocation allowances apply. UNU offers an attractive compensation package including monthly net salary in the range MYR 2500 - 3500, commensurate with the experience and qualifications of the candidate. Benefits include 15 days annual leave and a health insurance scheme.

UNU is not liable for any taxes that may be levied on the remuneration you receive under this contract. Payment of any such taxes remains the sole responsibility of PSA holders.

Duration of contract:
This is a temporary position to cover staff going on maternity leave. The duration of this contract is six (6) months and will offer no further renewal. Due to current movement control in Malaysia, the candidate will need to work remotely.

Expected start date: 1st November 2021

Application procedure:
Interested applicants should submit their applications online using Impactpool and must upload the following:

- A cover letter setting out how your 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 organisations;

Assessment
Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview, background checks and references.

Special notice
UNU does not sponsor a working visa for this position.

PSA holders do not hold international civil servant status nor are they considered a “staff member” as defined in the UN Staff Rules and Regulations.

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. Applications from developing countries, and from women are strongly encouraged. Eligible internal applicants are also encouraged to
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.

Information about UNU rosters
UNU reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNU.

Scam warning
UNU does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.