



**UNITED NATIONS
UNIVERSITY**

LOCAL RECRUITMENT

VACANCY ANNOUNCEMENT

FINANCE ASSISTANT (Personnel Service Agreement - PSA)

Organizational Unit	: United Nations University – Centre, Administration/Finance
Reference Number	: 2018/UNU/HQ/FIN/PSA/FA/12
Applications to	: <i>By E-mail:</i> finasst.psa@unu.edu
Closing Date	: Open until position is 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 SDGs, 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. 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 Senior Accountant, the main duties and responsibilities of the Finance Assistant include the following:

- Provides financial accounting services which includes creation of vouchers, purchase orders and /or journals as well as data extraction.
- Supports payment processing work which includes verifying supporting documents and checking accuracy of the calculations.
- Initiates payment process which includes running pay cycles as well as preparing bank upload files and fund request.
- Processes return payments from banks.
- Assist in monthly closing activities.
- Processes travel requests and claims as per UNU Travel guidelines.
- Registers vendor after reviewing vendor from received.
- Responds to routine inquiries and information requests, including drafting routine written responses and/or routing to appropriate personnel for handling as required.

- Provides general office support to help ensure the smooth functioning of the Finance Unit.
- Reviews, records, routes and/or processes mail or other documents received, including gathering pertinent background material, tracking and monitoring follow up action.
- Maintain files (both paper and electronic) and database for the Finance Unit.
- Performs other duties as assigned.

Required Qualifications and Experience:

- Minimum Diploma/Advanced Diploma in Accountancy, Finance or equivalent field of study; with at least two (2) years of progressively responsible experience in a related area.
- Fresh university graduates are encouraged to apply.
- Proficiency in Microsoft Office is required;
- Fluency in both oral and written English is required; knowledge of another UN official language is an asset; ability to read Japanese language is a MUST.
- 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 not exceeding 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 finasst.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 (2018/UNU/HQ/FIN/PSA/FA/12).

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).