



**UNITED NATIONS
UNIVERSITY**

**LOCAL RECRUITMENT
Putrajaya, Malaysia**

VACANCY ANNOUNCEMENT

**FINANCE ASSISTANT
(Personnel Service Agreement - PSA)**

Organizational Unit : United Nations University – Centre, Administration/Finance
Reference Number : 2018/UNU/HQ/FIN/PSA/TFA/39
Application to : finasst.psa@unu.edu
Closing Date : 30th April 2018

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 Treasurer, the main duties and responsibilities of the Finance Assistant include the following:

- 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 or 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:

- Minimum Diploma/Advanced Diploma in Accountancy, Business Administration, Business Studies or equivalent field of study;
- At least three (3) years of progressively responsible experience in a related area;
- Good Excel spreadsheet skills and experience in handling ERP systems;
- 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;
- 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/TFA/39).

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).