



**UNITED NATIONS
UNIVERSITY**

**LOCAL RECRUITMENT
Putrajaya, Malaysia**

VACANCY ANNOUNCEMENT

FINANCE ASSISTANT (GS-5)

Organizational Unit	: United Nations University – Centre, Administration/Finance
Reference Number	: 2018/UNU/HQ/FIN/FTA/FA/30687
Applications by email	: finasstG5@unu.edu
Closing Date	: 18 th June 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 Senior Accountant, the Finance Assistant supports the provision of high quality accounting services, in compliance with the UN Financial Regulations and Rules, UNU policies and established operational practices.

- Performs as lead in registering vendor and maintaining the vendor data records in the ERP system.
- Performs as lead in maintaining the non-capital asset data in the Asset Management module which include registering new asset, executing asset disposals and transfers in the module and summarizing asset status monthly.
- Performs a variety of accounting functions, such as payment processing, handling returned payments, responding payment enquiries; reviewing the monthly account receivables, accounts payables and inter offices settlement; preparing documentation for application of GST refund as well as maintaining the lease payment schedule.
- Provides support to junior assistants in performing payment processing work.

- Processes travel requests and claims, as well as advises the application of guidelines to provide solutions to travel related issues.
- Supports month end and year end closing/reporting activities.
- Contributes towards improvements in the ERP system and new development of online applications, which include performing user acceptance testing and documentation of operating procedures.
- Performs other duties as assigned.

Required Qualifications and Experience:

- A Bachelor's degree or equivalent from a recognized university in a field of relevance to finance and accounting with 2 years of relevant working experience OR Diploma in Accounting or equivalent field of study with over 5 years of relevant working experience;
- Proficient in Microsoft Office
- Good Excel spreadsheet skills and experience in handling ERP systems preferably Oracle based;
- Fluency in both oral and written English is required; knowledge of another UN official language is an asset;
- Result-oriented and self-motivated with the ability to prioritize work and multi-task;
- A good team player with strong interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

Remuneration:

Remuneration is at the start of the salary scale of GS-5 level of the General Service salary scale for Putrajaya, Malaysia, duty station in the United Nations Common System salary scale, plus benefits. For more information please visit

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

Duration of Contract:

This is a locally-recruited post and a full-time employment. Initial appointment will be on a fixed-term appointment of one (1) year with the possibility of renewal on a rolling fixed-term appointment basis, subject to satisfactory work performance. Suitably qualified women applicants are particularly encouraged to apply.

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 UNU. The Rector reserves the right to appoint the candidate to a level below that is advertised.

Starting Date: As soon as possible.

Application Procedure:

Interested applicants should submit their applications by email to (finasstG5@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;
- full contact information of three (3) referees; and
- an indication of the reference number of the vacancy announcement (2018/UNU/HQ/FIN/FTA/FA/30687)