



UNITED NATIONS
UNIVERSITY

LOCAL RECRUITMENT Kuala Lumpur, Malaysia

VACANCY ANNOUNCEMENT Finance Associate (Personnel Service Agreement – PSA)

Organisation Unit	:	United Nations University – Centre, Administration
Reference Number	:	2019/UNU/HQ/FIN/PSA/FA/26
Application to	:	finassociate-psa@unu.edu
Closing date	:	Open until position is filled.

About United Nations University:

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>.

Duties and responsibilities:

- Review of Donor Agreements Summary submitted by offices against donor agreements and ensures that updates in the ERP system is completed within the KPI.
- Assists in the preparation of the monthly and annual contribution reports.
- Analyzes and monitors the GL accounts primarily on donor contributions and refunds to donors. Ensures that schedules are consistently updated on a timely basis.
- Prepares the department reports for offices within UNU. Identifies and resolves issues with accounts and/or transactions in a timely manner.
- Prepares information required to respond to audit findings and recommendations.
- Actively contribute to initiatives which improve workflow and streamline financial reporting processes to enhance efficiency and productivity.

- Prepares budget execution reports, highlighting variances between approved budgets and actual expenditures; and provide advice to the institutes in the review of their budget execution.
- Contributes to the timely preparation a variety of reports, including the financial aspects of donor/project reporting and UNU Council reports.
- Contributes to new ERP modules implementation and continuous initiatives on systems enhancements.
- 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 5 years of relevant working experience. Alternatively, a post high school certificate or diploma in accounting with at least 7 years of relevant working experience;
- Experience working with International Public Sector Accounting Standards (IPSAS) or other international accounting standards 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

Remuneration:

Remuneration will be commensurate with the qualifications and experience of the successful candidate.

Duration of Contract:

This is a full-time employment on a one (1) year Personnel Service Agreement (PSA) contract with possibility for renewal subject to satisfactory work performance and availability of funds, with 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 be 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 by email to finassociate-psa@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 (2019/UNU/HQ/FIN/PSA/FA/26)