



UNITED NATIONS
UNIVERSITY

LOCAL RECRUITMENT Putrajaya, Malaysia

VACANCY ANNOUNCEMENT

FINANCE ASSISTANT (Personnel Service Agreement - PSA)

Organizational Unit	:	United Nations University – Centre, Administration
Reference Number	:	2019/UNU/HQ/FIN/PSA/00132011
Applications to	:	finasst.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, 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.

Duties and responsibilities:

- Assist with the 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, refunds to donors and unpaid pledges.
- Assist with the preparation of journal entries and GL schedules
- Assist with the preparation of the department reports for offices within UNU, including budget execution reports.
- Monitor list of project and programme association status, review project closure checklist submitted by offices and raise necessary accounting journals to close the projects
- Assist with the preparation of information required to respond to audit findings and recommendations.

- Assist with the preparation of a variety of reports, including the financial aspects of donor/project reporting and UNU Council reports.
- Contribute to initiatives which improve workflow and streamline financial reporting processes to enhance efficiency and productivity.
- 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 3 years of relevant working experience. Alternatively, a post high school certificate or diploma in accounting with at least 5 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, fixed term appointment on a one (1) year Personnel Service Agreement (PSA) contract with possibility for renewal subject to satisfactory work performance and availability of funds. The combined duration of appointments shall not exceed 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 finasst.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/00132011).