



**UNITED NATIONS
UNIVERSITY**

PUTRAJAYA, MALAYSIA

VACANCY ANNOUNCEMENT

Finance Assistant (Personnel Service Agreement)

Organisational Unit : United Nations University – Centre, Administration

Reference Number : 2019/UNU/HQ/FIN/PSA/76

Applications to : finasst.appsa@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 Sustainable Development Goals, 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.

Responsibilities

Under the overall supervision of the Senior Accountant, the Finance Assistant will perform the following duties:

- Performs basic data entry and extraction functions; mainly in payment related activities
- Checks accuracy of calculations, chartfield codings, data, etc.
- Verify supporting documents in preparation of vouchers and/or journals
- Assists in performing reconciliation of balances through generation of financial queries
- Assists in preparation of monthly schedules and routine reports
- Responds to routine inquiries and information request, including drafting routine written responses, or routes to appropriate personnel for handling as required
- Review and verify travel claims against UNU Travel Guidelines
- Assists Finance Unit in meeting its established Service Level Indicators
- Generate reports to produce statistical and/or financial data
- Reviews, records, routes and/or processes mail or other documents, gather pertinent background material, tracks and monitors follow-up actions as required
- Maintains files (both paper and electronic) and databases for the Finance Unit
- Provides general office support service to help ensure the smooth functioning of the Finance Unit
- Performs other duties as assigned.

Required Qualifications and Experience:

- Bachelor`s degree or equivalent from a recognized university in Finance, Accounting or equivalent disciplines. Alternatively, a diploma in Accounting with at least 2 years of relevant working experience; Fresh graduates are encouraged to apply.
- Proficient in Microsoft Office
- Fluency in both oral and written English is required; knowledge of another UN official language is an asset;
- Ability to read Japanese language is desired
- Result-oriented, self-motivated and hands on, with the strong ability to establish priorities, multi-task and work within tight timelines;

Remuneration:

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

Duration of Contract:

This is a full-time, 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 application materials by email to finasst.appsa@unu.edu

Applications must include the following:

1. Complete P11 form
2. Cover letter detailing how your qualifications and experience match the requirements of the position and the specific contributions you can make to the UNU. Please include the vacancy announcement reference number: 2019/UNU/HQ/FIN/PSA/76