

FINANCE ASSISTANT (G5)

VACANCY NOTICE (VN)- Re-advertised

Open to Internal and External Candidates

Position Title : **Finance Assistant**
Reference No : **VN/UG/012/2022**
Duty Station : **Kampala, Uganda**
Classification : **General Service (G5) 1 Position**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **22nd November 2022**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants. IOM is committed to a diverse and inclusive environment. Internal candidates are eligible to apply to this vacancy and are considered as first-tier candidates

ORGANIZATIONAL CONTEXT AND SCOPE

Under the Overall Supervision of the Chief of Mission (COM), the administrative and functional supervision of the Senior Resource Management Officer (SRMO) IOM Uganda and direct supervision of the Senior Finance Assistant; and, in collaboration with relevant units at Headquarters and the Administrative Centers, the successful candidate will be responsible and accountable for managing the resources management functions in IOM Uganda.

Core Functions / Responsibilities:

1. Assist in managing financial resources by monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations;
2. Assist in preparing annual budget submission and revisions including estimating staff cost as well as rental and utilities, office equipment and supplies, printing, and other contracts, services or running expenses, to include in the budget;
3. Extract and input data from various sources in financial or accounting systems;
4. Assist providing guidance in accounting, budget and financial related issues;
5. Assist in the preparation of the payroll by executing validity checks on monthly payroll results;
6. Reviews all types of payments starting from purchases to payment requests verifying that they are duly authorized and all the supporting documents are attached therewith;
7. Create new Vendor Accounts in PRISM;
8. Verify vendor claims for accuracy and conformance with IOM finance policies and instructions;

9. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;
10. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required;
11. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.;
12. Ensure proper and systematic completion of all posted payments and other accounting documents according to the established standards;
13. Responsible for the Petty Cash of the office; and,
14. Perform other related duties as required.

Required Qualifications and Experience

Education

- Completed Bachelor's degree in Business Administration, Accounting, Finances, or related fields with three years of relevant professional experience. Or
- High School diploma with five years of relevant experience;

Experience

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Knowledge of SAP or Oracle ERP is key
- Strong computer skills - Word, Excel, and Internet
- Excellent planning, organizational and time management skills;
- Attention to details;
- Proven ability to communicate cross-culturally;

Languages

- Fluency in English
- Working Knowledge of any other UN languages.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values

- **Inclusion and respect for diversity** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioral indicators *level 1*

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results;** produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

How to apply:

In order for an application to be considered valid, IOM will only accept applications which should include a cover letter (not more than one page) and résumé highlighting the required education and experience.

Interested applicants may send their applications to huganda@iom.int no later than **22nd November 2022**. Reference Number and Position Title: **VN/UG/012/2022 – Finance Assistant** should be specified in the SUBJECT field.

NOTE:

Following the requesting unit, the vacancy announcement is re-advertised with a closing date on 22nd November 2022. Previous applicants need NOT to re-apply.

Applications from qualified female candidates are especially encouraged.

Only short-listed candidates will be invited for an interview.

Posting period:

From 15th November 2022 to 22nd November 2022