



International Organization for Migration (IOM)  
The UN Migration Agency

**Open to Internal and External Candidates**

**Position Title** : Finance Assistant  
**Duty Station** : Cairo, Egypt  
**Classification** : General Service Staff, Grade G5  
**Type of Appointment** : One Year Fixed Term with possibility of extension  
**Estimated Start Date** : As soon as possible  
**Reference Code** : VN-CAI/2018/15  
**Closing Date** : May 28, 2018

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

**Context:**

Under the overall supervision of Resources Management Officer (RMO) and the direct supervision of the National Finance Officer (NFO), the Finance Assistant is responsible for the following functions:

**Core Functions / Responsibilities:**

1. Acts as a focal point for PRISM FI, guides staff of use of system and ensures Standard Operating Procedures (SOPs) are followed in the system;
2. Monitors effectiveness of internal controls and proposes improvements of existing processes and/or procedures;
3. Ensures payments to suppliers and staff members are made in a timely manner;
4. Maintains balance sheet accounts including bank and vendors while ensuring all balances are accurate and correct;
5. Ensures accurate and correct use of General Ledger (GL) accounts for all entries;
6. Oversees vendor accounts for down payments and eventual clearing;
7. Oversees suspense accounts and ensures they are cleared in a timely manner;
8. Assists in responding to audit queries and liaising with other missions in obtaining information required;

9. Ensures integrity of all data posted in PRISM, including related financial supporting documentations, proper filling and archive thereof to adhere to IOM and Donors' regulations;
10. Draft monthly/annual financial reports for the Country Office and donors reports and analysis of financial results;
11. Ensures the submission of requested vouchers/supporting documents to donor when requested according to donor specifics;
12. Responsible for the preparation of monthly financial reports for the review and certification by RMO and CoM;
13. Brings to the attention of the RMO any relevant financial and budgetary issues;
14. Maintains a filing system for both scanning and in folders for all financial vouchers; and,
15. Communicates and works closely with other departments to ensure the overall objectives/performance is achieved always.

### **Treasury**

1. Monitors bank account movements and bank balances on a daily basis;
2. Assists National Finance Officer (NFO) in cash management, including cash flow forecasts and prepares monthly Mission Funding Requests;
3. Oversees custody account and liaises with bank on outstanding issues and queries; and,
4. Assists the RMO and NFO in monitoring project receivables and following up with the donors.

### **Budget**

1. Assists the RMO in the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements, including programmatic aspects; ensures compliance with the annual budget and other statutory requirements
2. Monitors budget expenditures for assigned projects and recommends reallocation of funds as necessary;
3. Assists in the preparation of budget expenditure submissions; and,
4. Performs such other duties as may be assigned by the RMO and NFO.

### **Required Qualifications and Experience**

- University Degree in Business, Economics, Accounting/Finance or related field with five years of relevant work experience in finance/accounting.
- Good analytical skills, with an ability to analyse financial information and reconcile discrepancies;
- Strong sense of details and accuracy in all matters;
- Commitment to continuous learning, efficiency, flexibility and a drive for results;
- High level of computer literacy to include experience in computerized accounting systems;
- Good knowledge of MS Office with excellent knowledge of MS Excel;
- Good communication and negotiation skills;
- Knowledge of SAP financials is essential.

## **Languages**

Fluency in **English** and **Arabic**.

## **Required Competencies**

### **Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

### **Client Orientation**

- identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

### **Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

### **Communication**

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures.
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

### **Creativity and Initiative**

- Actively seeks new ways of improving programs or services.
- Expands responsibilities while maintaining existing ones.
- Persuades others to consider new ideas.
- Proactively develops new ways to resolve problems.

### **Leadership and Negotiation**

- Convinces others to share resources.
- Actively identifies opportunities for and promotes organizational change.
- Presents goals as shared interests.
- Articulates vision to motivate colleagues and follows through with commitments.

### **Performance Management**

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures

- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

### **Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

### **Professionalism**

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration Solutions.

### **Teamwork**

- Actively contributes to an effective, collegial, and agreeable team environment.
- Contributes to, and follows team objectives.
- Gives credit where credit is due.
- Seeks input and feedback from others.
- Delegates tasks and responsibilities as appropriate.
- Actively supports and implements final group decisions.
- Takes joint responsibility for team's work.

### **Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work.

### **Other**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighboring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighboring country located within commuting distance, and work permit, as applicable.

***How to apply:***

Interested candidates are invited to submit their **application** and **cover letter** not later than **Monday, May 28, 2018**, at **17:00** O'clock, **Cairo** time on [www.egypt.iom.int](http://www.egypt.iom.int)

In addition, please note that only the applications which would have been duly done, and which would have been submitted and received through IOM website within the announced time frame would be valid & considered for the announced vacancy.

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.