



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 : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Reference Code : **VN/CAI/2018/43**
Closing Date : **October 17, 2018**

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 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 the **Resource Management Officer (RMO)** and the direct supervision of the **National Finance Officer (NFO)**, the successful candidate will be responsible and accountable for providing necessary support to financial, budgetary and accounting functions of IOM Cairo mission.

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 Chief of Mission (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 (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

Education

- University Degree in Business, Economics, Accounting/Finance or related field with three years of relevant work experience in finance/accounting.

Experience

- Good analytical skills, with an ability to analyse financial information and reconcile discrepancies;

- High level of computer literacy to include experience in computerized accounting systems;
- Good knowledge of MS Office with excellent knowledge of MS Excel;
- Knowledge of SAP financials is essential.
- Previous experience working with IOM or with UN specialized agencies an advantage;

Languages

Fluency in **English** and **Arabic** is required.

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains 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 – behavioural 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.

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 neighbouring 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 neighbouring 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 **Wednesday, 17 October 2018, Cairo** time on 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

Posting period:

From 04.10.2018-17.10.2018