

**Administrative/Finance Officer Profile**  
**Various Locations**

**Grade: For Junior (P2), Mid (P3) and Senior (P4) Level Positions**

**Deadline for Applications: Open Call for Applications**

The Administrative/Finance Officer establishes and maintains efficient administrative systems and control mechanisms to support the smooth running of the operations and ensure compliance with administrative, human resources and financial rules and procedures.

**RESPONSIBILITIES INCLUDE:**

- manage the day-to-day human resource, financial and administrative (including staff safety and security) functions of the office
- ensure compliance with financial internal controls, and ensure that transactions are processed and assets managed in accordance with UN/UNHCR Financial Rules and Regulations
- prepare monthly/annual accounts closure, including bank reconciliations and submission of timely and accurate reports to headquarters.
- develop and monitor field office budgets
- oversee recruitment and appointments of local General Service staff, and administer field staff entitlements and claims
- provide training and advice on human resource, financial and administrative issues
- support the office on audit, financial risk management and fraud prevention issues

**Minimum qualifications and professional experience required:**

**For positions at the P2 level**

Requirements:

- University Degree (preferably Advanced/Masters level) in Accounting, Finance, Public or Business Administration, or related field OR university degree in another field combined with a professional qualification in accounting or finance (CPA/CIA or equivalent).
- Excellent knowledge of English and good working knowledge of another UN language.
- Minimum of 2 years of relevant experience with Advanced University/Master's Degree (4 years with University/Bachelor's Degree).

**For positions at the P3 level**

Requirements:

- University Degree (preferably Advanced/Masters level) in Accounting, Finance, Public or Business Administration, or related field OR university degree in another field combined with a professional qualification in accounting or finance (CPA/CIA or equivalent).
- Excellent knowledge of English and good working knowledge of another UN language.

- Minimum of 6 years of relevant (international) job experience with Advanced University/Master's Degree (8 years with University/Bachelor's Degree) of which and at least 2 years in an inter-governmental organization such as the UN.

### **For positions at the P4 level**

#### Requirements:

- University Degree (preferably Advanced/Masters level) in Accounting, Finance, Public or Business Administration, or related field OR university degree in another field combined with a professional qualification in accounting or finance (CPA/CIA or equivalent).
- Excellent knowledge of English and good working knowledge of another UN language.
- Minimum of 10 years of relevant (international) job experience with Advanced University/Master's Degree (12 years with University/Bachelor's Degree) of which at least 5 years in an intergovernmental organization such as the UN.

**To apply and read a detailed Job Description, please visit: [http://bit.ly/Careers\\_UNHCR](http://bit.ly/Careers_UNHCR)**

*UNHCR is an equal opportunity employer and female candidates are strongly encouraged to apply*