

# Administrative/Finance Officer Profile

## Various Locations

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

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. It is constantly seeking talented, compassionate candidates with high-integrity to strengthen its capacity to respond urgently to crises with the right skills. Given the nature of UNHCR's work, it is essential that its workforce has the right mix of skills and qualities to fulfil its mandate. 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

- Education: Degree in Accounting, Finance, Public or Business Administration, or related field OR degree in another field combined with a professional qualification in accounting or finance (CPA/CIA or equivalent).
- Job experience: Minimum 2 years of relevant experience with graduate degree (equivalent of a Master's), 3 years with undergraduate degree (equivalent of a BA/BS).
- Language: Proficiency in English is required.

### **For positions at the P3 level**

- Education: Degree in Accounting, Finance, Public or Business Administration, or related field OR degree in another field combined with a professional qualification in accounting or finance (CPA/CIA or equivalent).
- Job experience: Minimum 5 years of relevant (international) job experience with graduate degree (equivalent of a Master's), 6 years with undergraduate degree (equivalent of a BA/BS) of which and at least 2 years in an inter-governmental organization such as the UN.
- Language: Proficiency in English is required.

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

- Education: Degree in Accounting, Finance, Public or Business Administration, or related field OR degree in another field combined with a professional qualification in accounting or finance (CPA/CIA or equivalent).
- Job experience: Minimum 8 years of relevant (international) job experience with graduate degree (equivalent of a Master's), 9 years with undergraduate degree (equivalent of a BA/BS) of which at least 5 years in an intergovernmental organization such as the UN.
- Language: Proficiency in English and knowledge of a second UN language (Arabic/ Chinese/French/Russian/Spanish) at B2<sup>1</sup> is required.

**To apply and read a detailed Job Description, please visit: [Current vacancies](#).**

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

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<sup>1</sup> See <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>, the Common European Framework of Reference for Languages (CEFR).