



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

**United Nations High Commissioner for Refugees (UNHCR)  
Manila, Philippines**

**Vacancy Notice No. 020/2017  
Internal/External**

<b>Position Title:</b> Finance Associate	<b>Date Issued:</b> 12 November 2017
<b>Position Level:</b> G-6	<b>Closing Date:</b> 26 November 2017
<b>Report To:</b> Head of National Office	<b>Duty Station:</b> Manila
<b>Contractual Status:</b> Fixed Term Appointment	

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**ORGANIZATIONAL CONTEXT**

The Finance Associate is normally supervised by the (Senior) Finance Officer or the National (Asst/Assoc) Finance Officer who defines general work objectives and provides necessary advice and guidance. The incumbent also refers to UNHCR Manuals and relevant policy papers on financial issues.

The incumbent assists with the processing of financial transactions. S/he keeps frequent contact with staff at various levels in the office and with bank officials to exchange information. The incumbent may supervise some support staff.

**FUNCTIONAL STATEMENT**

**Accountability**

- Financial transactions and reconciliations are processed in line with relevant policies and procedures.
- A smooth operational work is ensured through timely payments, cash replenishment and monitoring of expenditure and budget balance.
- Financial reports are provided as per financial guidelines and when required.

## Responsibility

- Maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports.
- Select and enter data from a wide variety of documents, verifying accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data.
- Prepare recurring reports as scheduled and special reports as required for budget preparation, audits or other reasons.
- Advise and assist staff members, experts and consultants on all aspects of allowances, salary advances, travel claims and other financial matters, calculate and authorize payments due for claims and services.
- Maintain liaison with officials of local banks to obtain day-to-day information on exchange and interest rates, changes in procedures and regulations and matters pertaining to maintenance of office bank accounts.
- Prepare detailed cost estimates and participate in budget analysis and projections as required.
- Perform other related duties as required.

## Authority

- Initiate correspondence to verify data, answer queries and obtain additional information on accounts and financial transactions, as required.
- Verify that the financial transactions are correct and in accordance with UNHCR rules and procedures.

## REQUIRED COMPETENCIES

<u>Code</u>	<u>Managerial Competencies</u>
<input checked="" type="checkbox"/> M006	Managing Resources

<u>Code</u>	<u>Cross-Functional Competencies</u>
<input checked="" type="checkbox"/> X001	Analytical Thinking
<input checked="" type="checkbox"/> X003	Technological Awareness
<input checked="" type="checkbox"/> X005	Planning and Organizing

## ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Completion of secondary education with post-secondary training/certificate in Accounting, Business Administration, Finance or related fields.
- Minimum of 6 years of relevant work experience.
- High level of IT affinity (MS Office applications, People Soft).
- Fluency in English and working knowledge of another relevant UN language or local language.

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)

**This vacancy is open to Filipino Nationals only.**

Please email your Motivation Letter, Curriculum Vitae and P.11 with subject: "Application- VN-20 Finance Associate-Manila" to: [PHIMAVAC@unhcr.org](mailto:PHIMAVAC@unhcr.org)

Only applicants meeting minimum requirements will be short-listed for written test & interviews.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

The P.11 Form and Supplementary Form can be downloaded from the following links:

**P-11:** [http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR\\_Personal\\_History\\_Form\\_October-2017.docm](http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_Personal_History_Form_October-2017.docm)

**SUPPLEMENTARY FORM:** [http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR\\_PHF\\_Supplementary\\_October-2017.docm](http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_PHF_Supplementary_October-2017.docm)