

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
INTERNAL/EXTERNAL VACANCY NOTICE

Title of Position: Finance Associate (Partnership Financials)
Position Number: 10012763
Category & Level: General Service, G-6
Location: Implementing Partnership Management Service
Global Service Centre, Budapest
Effective date: ASAP
Duration: initially for a period of one year in replacement capacity*
Closing Date: **3 March 2019**

ORGANIZATIONAL CONTEXT

The Implementing Partnership Management Service (IPMS) is responsible to the Controller for all matters related to the management of the Framework for Implementing with Partners organisational-wide, including setting policies, designing procedures, the implementation of strategies, coordination, efficient implementation of strategies and regulations and oversight in accordance with UN/UNHCR rules and regulations.

As a member of the IPMS team, the incumbent will be based in Budapest, and will directly report to the Senior Finance Officer (Partnership Financials), under the overall leadership and guidance of the Head of Service. S/he provides technical support with the processing of financial transactions related to Partnership Financials, and monitors compliance with applicable financial rules and regulations.

The incumbent will also closely collaborate with other staff members in IPMS, DFAM and other units in UNHCR within his/her area of responsibilities.

FUNCTIONAL STATEMENT

Accountability

- Timely and accurate recording of project transactions in MSRP as well as effective management of project partnership financials is ensured. Field and headquarters offices have a systematic and effective approach to follow-up on the recovery of balances and outstanding partnership financial issues.
- Cases where insufficient progress would expose UNHCR to audit risk are proactively identified, followed up with relevant field and headquarters offices and escalated on according to the practice of the Unit.
- Accurate and up-to-date reports prepared for review of the Head of Service and oversight bodies.
- Effective monitoring is in place for the management of partnerships, financial/project control issues.

Responsibilities

- Support the effective application of UNHCR policy and procedures, in relation to the management of partnership financials.
- Provide assistance and support to the supervisor, in relation to the management of partnership financials.
- Monitor financial records regarding Project Partnership Agreements (PPAs) and their transactions to ensure proper recording of instalments and expenditures, and unspent balances in a timely manner as per UNHCR financial policies and procedures.
- Provide support and guidance to field and headquarters offices related to recording of Implementing Partnership financial transactions and reports (including PFR), refunds, project closure, within area of responsibilities.
- Download data from MSRP and convert it into regular and ad hoc reports that meet functional requirements and report the findings to the supervisor.
- Monitor and assist for ensuring compliance with the year-end closing schedules.
- Provide training/coaching to staff in his/her area of responsibility.
- Any other responsibilities deemed necessary or as delegated by the supervisor in order to meet the level of services in the organisation.

*There is a lien to the position.

Authorities

- Access to MSRP in order to review and update entries and related data to partnership financials.
- Download data from MSRP related to partnership financials.
- Follow up and obtain from HQ and field offices any information necessary to carry out his/her responsibilities.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

- Secondary education, together with training/certificate in Accounting, Business Administration, Finance or related field.
- Minimum 6 years of previous job experience in the field of accounting or finance (knowledge and experience of partnership financials including IPSAS and IFRS is essential). *NOTE: For GSC Budapest, the required years of work experience is reduced to 50%, i.e. 3 years. The period of a completed and relevant minimum first level university degree (equivalent to BA) shall count for no more than 50% of the required work experience. Priority will be given to eligible applicants meeting the full requirements.*
- Working experience with ERP financial modules such as PeopleSoft, Oracle or SAP.
- Excellent computer skills, in particular in MS Office applications.
- Excellent communication skills.
- Fluency in English, including strong drafting skills.
- Empowering and Building Trust
- Judgement and Decision Making
- Analytical Thinking
- Technological Awareness
- Planning and Organizing

DESIRABLE QUALIFICATIONS AND COMPETENCIES

- Good knowledge of United Nations financial rules and procedures.
- Computer skills, particularly Excel data management; Experience in PeopleSoft or other ERP General Ledger and Account payment modules.
- Completion of UNHCR learning programmes or specific training relevant to the functions of the position.
- Working knowledge in French or Spanish.

ELIGIBILITY**Internal candidates**

General Service Staff members currently serving at the duty station where the vacancy exists, who have been appointed through the AC process and have indefinite or Fixed Term appointment. Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (PPAL). If you have questions regarding eligibility, please contact Nelli Hevesi (hevesi@unhcr.org).

External candidates must be legally present in Hungary at the time of application, recruitment and hire.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your **[Personal History Form \(P11\)](#)** and its **[supplementary pages](#)** (if applicable), motivation letter and CV by e-mail with **“LAST name – Finance Associate (Partnership Financials) (10012763) position”** in the subject line to: **HQBSCAPC@unhcr.org** by **3 March 2019**.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.

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UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

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