

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy code:	VA/2015/B5109/7707
Post Title:	Finance Associate
Post Level:	L-ICA 7
Org Unit:	AEMO/RSOC/Operations
Duty Station (DS):	Belgrade/Serbia
Duration:	One year
Closing Date:	28 June 2015

1. Project(s) Background

The United Nations Office for Project Services (UNOPS) mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure, and procurement in a sustainable and efficient manner. UNOPS provides its partners with advisory, implementation and transactional services and its focus is always on developing national capacity. It is the first organisation in the world that was awarded four most prestigious accreditations for the project management, and it incorporates global best practices such as PRINCE2®. For its approach to project management and consistent quality UNOPS received ISO 9001 certification in 2011.

In Serbia, UNOPS has been active since 2000, it established the Serbia Project Centre (RSPC) in 2013, which grew into the Operations Centre (RSOC) by the beginning of 2015. UNOPS Serbia has been a reliable partner of the Government of the Republic of Serbia in providing support for demanding socio-economic reforms, and facilitation of European integrations. All UNOPS Serbia projects promote human rights protection, good governance and gender equality.

Currently, RSOC is implementing nine projects, in the areas of: rehabilitation of the damage incurred during May 2014 floods in Serbia, sustainable municipal development, creating more favourable environment for employability, business and infrastructure growth, enhanced good governance, social inclusion including durable housing solutions for the most vulnerable population and their access to health, education and jobs, implementation of hospital information systems and improvement of public health.

At the end of 2014, the RSOC established the Project Management Office (PMO), with the objective that it provides a decision-enabling and delivery-support framework to the Centre and supports the management team in ensuring consistent high-level design and delivery of projects and programmes. Specifically the PMO: helps with the promotion of project management standards, project planning, assists with project implementation and tracking results, overall RSOC communication activities, as well as capacity building of personnel.

Duties and Responsibilities

2. Purpose and Scope of Assignment

Under the guidance and supervision of Finance Officer, the Finance Associate provides a variety of specialized finance, accounting, and budget related activities ensuring high quality, accuracy and consistency of work for RSOC Projects.

The Finance Associate promotes a client, quality and results-oriented approach and works closely with projects staff so to ensure effective utilization of financial resources.

In particular, the Finance Associate will perform following tasks:

Budgets and monitoring control

- Ensure budget conformity with UNOPS Financial Rules and Regulations & procedures of the funding source.
- Participate in information-gathering for budget purposes
- Participate in the preparation of project budget revisions
- Prepare budgets for entering in the UNOPS ATLAS financial system
- Monitor project expenditures/obligations against approved budgets

Commitments/Payments

- Ensure full compliance with Financial Rules and Regulations and UNOPS procedures in regard to financial processes, financial records, reports and audit follow up;
- Monitor and ensure validity of charges by verifying authorized amounts and ensuring availability of budget and funds;
- Prior to further processing, review payment requests for completeness and ensure that documentation is complete and information concerning the payment provided as required:
 - proper accounting codes used
 - payment to sub-contractor/Vendor is in compliance with terms and conditions of agreement
- Prepare vouchers, review supporting documents and ensure their completeness, accuracy and correctness and enter transactions in the ATLAS finance system;
- Process payments in Pay Cycle;
- Prepare bank reconciliation reports;
- Maintain contact with the local bank to obtain bank statements, information on changes in procedures, bank regulations, etc.
- Follow-up recorded expenditures and ensure timely and accurate accounting information;
- Reconciliation of expenditures recorded in ATLAS finance system;
- Maintain financial filing system ensuring clear and auditable trail on all financial transactions;
- Assume Finance/Payments profile tasks in the ATLAS finance system;

Financial Reporting

- Preparation of financial and statistical reports for internal use as required by management; Preparation of financial reports and periodic financial statements to funding sources and external clients in compliance with established reporting requirements.
- Provision of reports as needed for Year-End closure;
- Presentation of information for audit activities covering areas of finance and administration, and support implementation of audit and its recommendations;
- Contribute to knowledge networks and communities of practice;
- Contribute to the implementation of internal control systems, report any identified weaknesses and suggest remedial action(s);

Perform other duties as may be reasonably required and in line with the incumbent's scope of services above.

At the request of RSOC Manager and as may be reasonably required, provide support to RSOC activities in line with the scope of services above in order to further the common objectives of RSOC and its project Donors.

Required Selection Criteria

a. Education

- Secondary School education is required
- Bachelor degree preferably in finance, economy, business administration or related field will be considered as an asset.

b. Work Experience

- Seven years of relevant finance experience is required
- Experience with UN(OPS) financial/administrative management systems will be considered as an asset
- Experience as ATLAS Buyer and/or Finance/Payment User is a distinct advantage

c. Language Requirements

- Fluency in English Language and Serbian native speaker

d. Key Competencies

- Demonstrates professionalism and accountability
- Promotes ethics and integrity
- Focuses on result for the client and responds positively to feedback
- Manages changes and applies strategic thinking
- Demonstrates commitment to UNOPS' mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humoured even under pressure.

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, Curriculum Vitae and updated United Nations Personal History Form (P.11) to UNOPS via UNOPS Global Personnel Recruitment System at following link:

<https://gprs.unops.org/pages/viewvacancy/VADetails.aspx?id=7707>

Kindly note that this is a local position open to nationals of Serbia only.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.

For more information on UNOPS, please visit the UNOPS website at www.unops.org