



Operational excellence for results that matter

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/2017/B5109/12151
Post Title: Finance Associate
Post Level: L-ICA 6
Org Unit: ECR, RSOC, Serbia
Duty Station (DS): Belgrade, Serbia
Duration: Seven months, renewable subject to satisfactory performance and funds availability
Closing Date: 1 May 2017

1. Project(s) Background

The United Nations Office for Project Services (UNOPS) mission is to help people build better lives and countries achieve sustainable development. UNOPS provides project management, procurement and infrastructure services to governments, donors and UN organisations. Its services can be advisory, implementation or transactional, with development of the national capacity always in focus.

UNOPS was the first organisation in the world that was awarded the four most prestigious accreditations in project management, including PRINCE2 ®, and one of five organisations in the world awarded the Gold Level from the Chartered Institute of Procurement and Supply. For its approach to project management and consistent quality UNOPS received ISO 9001 certification in 2011.

In Serbia, UNOPS has been active since 2000, became the Project Centre (RSPC) in 2013, and was reclassified, due a growing portfolio, to Operations Centre (RSOC) at the beginning of 2017. UNOPS has been a reliable partner of the Government to the Republic of Serbia in providing support for demanding socio-economic reforms and facilitating accession to the European Union.

Currently, the RSOC is implementing 11 projects focussed on: sustainable municipal development, recovery from damages incurred by May 2014 floods in Serbia and building climate-resilient infrastructure, creation of more favourable environment for employability, business and infrastructure growth, enhanced social inclusion via durable housing solutions and access to health, education and jobs for the most vulnerable population. All projects have good governance and gender equality as transversal theme.

2. Duties and Responsibilities

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.

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

S/He will perform the follow 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
- Enter approved budgets in the UNOPS 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/supplier is in compliance with terms and conditions of agreement
- Follow-up recorded expenditures and ensure timely and accurate accounting information
- Maintain financial filing system ensuring clear and auditable trail on all financial transactions
- Assume Finance profile tasks in oneUNOPS

Financial Reporting

- Prepare financial and statistical reports for internal use as required by management;
- Prepare financial reports to funding sources and external clients in compliance with established reporting requirements
- Provision of reports as needed for Year-End closure
- 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.

3. Required Selection Criteria

a. Education

- High school diploma is required
- Bachelor or Master degree preferably in finance, economy, business administration will be considered as an asset

b. Work Experience

- Six years of experience in finances is required in combination with a high school diploma. BA or MA degree may substitute for some years of experience.
- Knowledge of UN, UNOPS and/or EU financial rules and regulations would be an asset

c. Language Requirements

- Fluency in English and Serbian is required

d. Key Competencies

- Advanced user of Excel
- Planning and Organization
- Focuses on result for the client and responds positively to feedback
- Team Work and Interpersonal Skills
- Communication skills
- Professionalism
- Sound judgment

- Promotes ethics and integrity
- 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 humored 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 Jobs at following link:

<https://jobs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=12151>

Kindly note that this is a local position open to nationals of Serbia and to individuals who have a valid residence/work permit.

Additional Considerations

- Please note that the closing date is midnight Copenhagen time (CET)
- 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.
- For staff positions only, 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