



Kuwait Joint Support Office

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	KJSO/001/2016 (14 Posts)	Deadline	06 May 2016
Post Title	Finance Assistant	Level	GL-5
Organizational Unit	Finance Section	Location	KJSO, Kuwait
VA Date:	06 April 2016		

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, Finance Section and the direct supervision of the Payroll Officer, the incumbent will be responsible for the following duties:

- Assist in processing monthly salary for local staff. Prepare disbursement/adjustment vouchers, to record any payment / adjustment necessary to the staff accounts. Assist in the preparation of the monthly and yearly pension fund report. Process F 10 claims and liaise with staff members on any pending issues, if any. Process final payments for all Individual Contractors and separating staff members. Ensure that necessary certifications and approvals are obtained from the respective officers before disbursements are made. Maintain up to date records from staff advances that are recoverable and undertake the necessary follow-up or any other recovery action;
- Perform bank reconciliation on daily basis. Record transactions for cost recovery from UN agencies. Record charges of other UN missions in UMOJA (SAP-ERP System). Review of earmarked funds and purchase orders. Review outstanding obligations and follow up on liquidation of outstanding funds. Liaise with the Cashier on any returned funds and record entries accordingly. Review open balances on purchase orders and fund commitments and take necessary action to inform the concerned units /sections for appropriate action;
- Receive invoices from vendors. Check invoices against purchase orders. Check if R&I report or SES has been raised in UMOJA. Process invoices in UMOJA, upload supporting documents and forward for approvals. Process petty cash and imprest fund reimbursements and liaise with the custodian on the transfer of funds. Follow up with Cashier on payment processing. Run a weekly report and check on open items and any other pending payments;
- Create and update bank details of vendors and staff members' business partners in UMOJA. Release and pay national staff salaries. Release and pay Local vendor payments through the House bank. Liaise with Mission Finance Offices for disbursing checks and cash orders to local vendors and staff members without bank accounts. Coordinate with Citibank and other banks' focal points on bank transfers and cash delivery, if any. Attend to queries of all clients, as well as other business areas. Follow up with our bank focal points related to the status of pending bank transfers of staff entitlements and vendors.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent diploma. Technical or vocational certificate in accounting, finance, budget or related fields is a requirement.

Experience: A minimum of five (5) years relevant experience within the United Nations system or in private sector in accounting, budgeting and financial management or related area. Experience in enterprise resources planning (ERP) systems will be an advantage.

Languages: A good command of written and spoken English is essential. Knowledge of Arabic is an asset.

Other Skills: Familiarity with relevant computer applications (Ms Word, Excel, Power point).

UN CORE VALUES AND COMPETENCIES

Professionalism: Demonstrated knowledge of finance record keeping, reporting and account maintenance procedures. Ability to maintain accurate records, interpret/analyze a wide variety of data, and identify/resolve data discrepancies and activity problems. Practices discretion and observes confidentiality. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Communication: Speaks and write clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Ask questions to clarify and exhibits interest in having two-way communication; Tailors language, tone, style, and format to match the audience; Demonstrate openness in sharing information and keeping people informed.

Accountability: Takes ownership of all responsibilities and honors commitments, delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules;

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps a client informed of progress or setbacks in projects; Meets timeline for delivery of product or services to client.

APPLICATIONS

Interested candidates should complete the attached United Nations Personal History form (P.11) and forward it electronically at the following e-mail address:**kjso-hr-national@un.org** Incomplete P.11s will not be processed.Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline for submission of applications. Women candidates are encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates. Incomplete P.11s will not be processed. Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline for submission of applications. Women candidates are encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.