



Kuwait Joint Support Office

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	KJSO/002/2016 (3 Posts)	Deadline	14 May 2016
Post Title	Finance Assistant	Level	GL-6
Organizational Unit	Finance Section	Location	KJSO, Kuwait
VA Date:	14 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:

- Scrutinize source documents for completeness, accuracy and validity of charges. Investigate erroneous charges and takes appropriate corrective accounting actions. Prepare monthly bank reconciliation statements for all mission bank accounts. Reconcile and review suspense accounts and ensure proper clearance procedures have been followed. Consolidate data into financial statements. Perform the closure of monthly account. Review and follow up of accounts receivables of UN agencies and offices. Liaise with counterparts on cost-recovery matters with UN entities, funds and programmes. Prepare advance payments for Quick Impact Projects, closely monitor the expenses and clearance of advances. Provide guidance and Umoja training to other general service staff in the area of responsibility, as and when required.
- Process in UMOJA (SAP-ERP) System local staff salaries, update staff information, process medical claims and prepare the pension fund report. Prepare disbursement/ adjustment vouchers to record any payment/adjustment necessary to the staff accounts. Process the final payments for all Individual Contractors and staff separating from the mission. Process F10 claims for official business travel. Review the accounts for staff that are checking out to ensure that proper amounts are withheld. Ensure that necessary certifications and approvals are obtained from the respective officers before disbursements are made. Maintain up to date records of staff advances that are recoverable and undertake the necessary follow-up or any other recovery action as required. Liaise with HR Section with regards to adjustments that are needed to ensure accurate payroll payments. Coordinate with relevant internal and external entities in ensuring timely processing of payroll payments.
- Assist in supervising and handling operations of the Cashier's Unit to ensure smooth processing and timeliness of delivery of payment and entitlements to all client missions. Forecast the mission's cash requirement and prepare monthly remittances and liaise with UNHQ Accounts Division and Treasury. Ensure that UNAMA/UNAMI bank accounts has at all times sufficient funds to cover all the client missions' day to day operational requirements. Disburse funds by cash, cheques wire transfer or electronic fund transfer. Issue Cash Receipt Voucher (CRVs) for all incoming funds to the bank accounts and an Official Receipt within two (2) business days of receipt for all cash and negotiable instruments received. Liaise with the local bank management on various bank services required. Ensure that all staff members entitlements and Vendors payments are disbursed accurately based on instructions received from Payroll and Vendor's Unit. Ensure that all UNAMA/UNAMI Business Partners bank details have been entered in Umoja.

- Assist the Chief of the Unit in verifying and approving of payments to vendors. Act as intermediate approver in Umoja. Check and verify all petty cash and imprest fund and provide advise to custodians. Weekly checking of outstanding payments and take action for clearance. Follow up on advances and retention payments to be released on time. Liaise with Procurement Section and other units on the provision of R&I, SES and other supporting documents. Verify and approve invoices for Official Travel and liaise with Travel Unit to liquidate funds, as appropriate.

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 seven (7) 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 double-entry bookkeeping, classify accounting transactions, maintain and reconcile accounts, close accounts, and prepare appropriate reports and statements, make arithmetical computations quickly and accurately, operate office equipment associated with the position. 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.