

**United Nations Mission in Liberia
(UNMIL)**

Vacancy Announcement- Internal/External

Vacancy#: UNMIL-DMS-FBS-17-2281	Deadline: 27 th December 2017
Post Title: Finance and Budget Officer (national professional)	Level: NOB
Organizational Unit: FBS/Finance Section	Location: Monrovia
Initial Appointment: Initial five (5) months subject to operational requirements and satisfactory performance	
UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Personnel Office and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed.	
Please note that you can also apply by email to unmilrecruitment@un.org. Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.	

Description of Main Duties:

Under the general supervision of the Chief of Unit, the National Professional Officers are responsible for:

- Maintaining the accounts and preparing monthly and annual financial statements with supporting schedules.
- Prepare monthly cash flow statements and other reports as required.
- Ensure consistency in accounting and reporting policies.
- Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.
- Interpret, implement, advise and provide guidance on the application of financial rules and regulations and ensure compliance with approved financial policies and procedures.
- Conduct studies with the objective of improving the work process and reducing inefficiencies, identify the causes of problems, develop and implement solutions.
- Ensure that expenditures are in accordance with financial rules and regulations.
- Liaise with the System Administrator on the set up of user access for Umoja.
- Prepare monthly bank reconciliation statements for the mission's bank accounts.
- Responsible for the administration and maintenance of the accounting system Umoja (experience in handling Sun System and Progen to resolve old open items).
- Maintenance of accounts receivable subsidiary accounts, their collections and ageing analysis.
- Review and analysis of accounts payable, bank reconciliation and initiate appropriate action for adjustments; Monitor the mission's cash flow regularly.
- Prepare monthly cash projections and forward requests for replenishments for the mission to Accounts Division and Treasury.
- Prepare regular financial reports to UNHQ in accordance with instructions issued and in the approved format.
- Maximum exercise the approving role in Umoja and FSS , when and where necessary.
- Accuracy and timeliness is of essence.
- Provide information needed to respond to audit findings.
- Trains and advises junior finance officers and finance assistants.
- Supervise and monitor the performance of staff in the Unit.
- Perform administrative functions relating to management of the staff of Accounts Unit, including coordination of leave requests, assisting in the preparation of job descriptions and of PAS reports, participation in the selection of staff, etc.
- Processing of payment, open item clearing documents in Umoja and manage IOV's for UNHQ and UN Agencies.
- Supervise the processing of and accounting for receipts and payments, producing financial and statistical reports, advising on internal control procedures.
- Review accounting of all income due to the mission including cost-recovery for goods and/or services rendered by the Mission to other entities.

- Participate in year-end closure of mission's accounts.
- Draft memos as appropriate.

Competencies:

- **Professionalism** – Proven conceptual, analytical and evaluative skills and the ability to conduct independent research and analysis, identifying issues, formulating options, and drawing appropriate conclusions and recommendations.
- Complete, in-depth grasp of financial principles and practices.
- Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations.
- **Planning and Organizing** - Ability to establish priorities and to plan, coordinate and monitor own work, plan along with those of staff members under his/her supervision.
- **Technological Awareness** – Advanced computer skills.
- Experience with operation of complex computerized information systems such as Umoja, .
- Actively seek to apply technology to appropriate tasks, which includes the area of database applications, spreadsheets and word processing.
- Understand applicability and limitations of technology to the work of the offices.

Qualifications and Experience:

- First university degree in Accounting or Finance. Technical training in accounting, business administration or finance or a recognized qualification in accountancy/finance is an advantage
- At least 3 years of progressively responsible experience in accounting and financial management, preferably in an international organization at supervisory level.
- Practical experience in United Nations accounting procedures with special emphasis on planning, budgeting and financial management of peacekeeping operations is highly desirable.
- Must have previous experience in approving role , exercised in the approving role in Umoja and FSS. Must have previously approve UNHQ DOA.

Languages:

- Fluency in spoken and written English.

<p style="text-align: center;">Preference will be given to equally qualified women candidates. Completed detailed applications documentation as specified above referring to Vacancy number UNMIL-DMS-FBS-17-2281 should be forwarded to the attention of: Chief Human Resources Section , Human Resources Section, UNMIL, Star base, Monrovia</p>
