



International Organization for Migration (IOM)

The UN Migration Agency

Vacancy Notice No: SVN#NP/02/19

Open to Internal and External Candidates

Position Title : **Finance Assistant**
Duty Station : **Kathmandu, Nepal**
Classification : **General Service Staff, Grade 4**
Type of Appointment : **Special Short Term, 6 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **February 12, 2019**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of Resource Management Officer and direct supervision of the Sr. Finance Assistant in Kathmandu, Nepal, the incumbent will be responsible for providing finance support services to the mission's activities.

Core Functions / Responsibilities:

1. Review and ensure all supporting documentation and signatures are obtained before finalizing vouchers; verify invoices and ascertain that the equipment, supplies or services they refer to were duly received or provided before proceeding with payment request.
2. Perform Accounts Payable Invoice Processor (API), Accounts Receivable Invoice Processor (ARI) & Accounting Reviewer – Mission (ARM) role is System Applicant Product (SAP), ensure proper filing of SAP documents.
3. Handling of VAT (Value Added Tax) refund transaction with necessary follow up with government staff and posting in the system.
4. Reconcile and review payable/receivable vendor's account and ensure clearing procedure have been made on specific time according to contract or PO (Purchase

- Order). Follow up with outstanding advances. Monitoring and follow up with procurement department for clearance of commitments due on/before closing of running month.
5. Review the travel expenses claim and verify the correctness in use of DSA (Daily Subsistence Allowance) rate, exchange rate and all supporting document are attached. Ensure correctness of disbursements and adherence to IOM accounting rules and procedures.
 6. Handle cash transaction in absence of cashier at MHAC, and perform the duty of treasure in his/her absence.
 7. Circulate the itemized phone bill to staff members on monthly basis.
 8. Proper recording/filing of hard copy of financial documents.
 9. Actively contributes to an effective, collegial, and agreeable team environment.
 10. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree, preferably in Accounting or Commerce or related discipline from an accredited academic institution with two years of professional experience;
Or;
- High School degree in above field with four years of relevant professional experience.

Experience

- Knowledge in financial and cash handling task.
- Familiar with excel spreadsheets, word processing and other computer tools.
- Possess strong organizational and communication skills; detail oriented, committed, efficient and flexible.

Languages

Fluency in English, Nepali is required.

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – Proactively develops new ways to resolve problems

- Leadership and Negotiation – Convinces others to share resources □ Presents goals as shared interests
- Performance Management – Provides constructive feedback to colleagues Provides fair, accurate, timely, and constructive staff evaluations
- Planning and Organizing - Sets clear and achievable goals consistent with agreed priorities for self and others Identifies priority activities and assignments for self and others Organizes and documents work to allow for planned and unplanned handovers Identifies risks and makes contingency plans
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment. Only Nepali Nationals will be considered for this position.

How to apply:

Interested Candidates are requested to submit their application indicating clearly the position applied, VN number and CV with three references to the following address: **Human Resource Department, International Organization for Migration, P.O. Box 25503, Baluwatar, Kathmandu** or email to iomnepaljobs@iom.int by 12 February 2019. Only short listed candidates will be called for interview.

Posting period:

From 30.01.2019 to 12.01.2019