



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Finance Assistant**
Duty Station : **London, UK**
Classification : **G5 – GBP 29,732.04 (net but employee pays Primary NI and pension)**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **04th of May 2021**

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. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the direct supervision of the Finance Manager and overall guidance of the Recourse Management Officer (RMO) and Chief of Mission (COM), and in close collaboration with units at IOM UK and Administrative Centres in Headquarters, the incumbent will assist in the Resources Management Unit.

Core Functions / Responsibilities:

Duties will include but not limited to:

- Preparing and making all payments to suppliers on the online banking system
- Review Requests for Payments for completeness before processing payment.
- Verify invoices and ascertain that the equipment, supplies or services therein are duly received or provided before proceeding with payment request.
- Assist with the creation of purchase orders in the accounting system (SAP).
- Process Invoices and other financial transactions in the accounting system (SAP).
- Maintain the petty cash account.
- Co-ordinate with other finance and procurement staff and ensure documents for procurement of goods or services submitted for payment are processed in line with IOM's Financial Management Rules and Procedures (FMRP).

- Prepare and submit VAT claims and ensure transactions are cleared following reimbursement.
- Process Travel Advance requests and Travel Expense Claims (TECs) for official staff travel and ensure that all travel expenses are charged to the relevant projects in a timely manner.
- Assist in responding to audit queries and liaising with other country offices in obtaining information required.
- Assist in prepare Donor Financial Reports for assigned projects.
- Monitor budget consumption for assigned project and recommend reallocation of funds as necessary.
- To be the focal point for financial reports from our implementing partners, liaising with them to ensure strict financial reporting and adherence to donor regulations and ensuring proper documents are maintained in our office.
- Ensures all supporting documentation and signatures are obtained before filing and maintain a physical and digital filing system for accounting records.
- Perform other related duties as may be assigned.

Required Qualifications and Experience

Education

Completed University degree from an accredited institution in Accounting or Business Administration and preferably studying towards an accounting certification.

Experience

- Five years of professional relevant work experience in Finance, Accounting and Budgeting.
- Knowledge, skills and ability to extract, interpret, analyse and process financial data.
- Ability to prepare project Financial Reports and understand financial data from accounting packages.
- Possess strong and effective organizational skills and communication skills, detail oriented, committed, efficient and flexible.
- Ability to establish priorities and plans, ability to work under pressure and cope with deadlines.
- Good written and spoken communications skills, good interpersonal skills, ability to work effectively and harmoniously within a team from varied cultures and professional background
- Knowledge of IPSAS and SAP a distinct advantage.

Languages

Fluency in English is required. Working knowledge of any other UN language an advantage

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing and have the right to work in the UK will be considered (we are unable to consider applications from those without the right to work in the UK, and proof will be requested prior to interview).

How to apply:

Please submit your CV with a cover letter not more than one page specifying the motivation for application to LondonHumanResources@iom.int. Please note that the post is subject to local recruitment. Only applicants holding a valid residence or work permit for UK will be eligible for consideration. Please quote reference no. "VN GB10 2021_02 Finance Assistant + SURNAME" in the subject of your application email.

Please note that only short-listed candidates will be contacted.

Deadline for application: 04th of May 2021