

Please note that effective 1 March 2019 we only accept applications submitted through the Workday portal. All the internally/externally advertised job openings in the UNHCR Global Service Centre are available on the following website: [Job openings](#)

VACANCY NOTICE

JR#2447453 – Senior Finance and Accounting Assistant – AP Invoice Processing

Eligible Applicants

This Job Opening is available to eligible UNHCR staff members and external applicants. Candidates must be legally present in Hungary at the time of application, recruitment and hire.

Duties and Qualifications

Senior Finance and Accounting Assistant – AP Invoice Processing

Organizational Setting and Work Relationships

The Accounts Payable Unit (APU) is an integral part of the Financial Shared Services Section (FSSS) within the Global Finance Service (GFS) of the Division of Financial and Administrative Management at UNHCR. The Unit is responsible for timely and accurate recording of payable transactions and payment processing ensuring conformity with UNHCR Financial Rules and Regulations. The incumbent frequently interacts with functional specialists in Procurement and Contract Management Services (PCMS), Supply Management and Logistics Service (SMLS) and with field offices to provide technical guidance and support on all aspects of invoice processing.

Role Overview

The role involves working as Senior Finance and Accounting Assistant within the APU, focusing on processing invoices and payments from different sources and managing exceptions in accounts payable operations including monitoring and analysis of pending and unprocessed transactions. This position requires attention to detail, a solid understanding of invoice-to-payment operations, and the ability to work collaboratively within the team to meet the unit's goals.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties

- Process assigned transactions and maintain financial records accurately, completely and duly for accounts for which responsibility is assigned.
- Provide technical support to Field Offices, Regional Bureaux and HQ divisions, and provide answers and guidelines to accounting and finance related matters.
- Monitor compliance by users in different entities with the relevant financial rules, regulations and procedures. Bring issues related to non-compliance to the attention of supervisors.
- Escalate to supervisors any indication of breach in the internal control system, including suspected fraud.
- Prepare ad-hoc and recurring reports, analyses and reconciliations on assigned accounts/areas of responsibility. Verify that the financial transactions are correct and in accordance with UNHCR rules and procedures. Monitor and follow-up on open items, variances, errors and other issues identified.
- Liaise with relevant counterparts to obtain information and verify data on accounts and financial transactions, as required.

- Carry out month-end and year-end closing activities.
- Gather information and documentation requested by auditors.
- Identify possibilities for improving processes, and recommend ways to improve cooperation between key stakeholders at different geographic locations. Implement agreed improvements.
- Actively participate in the testing related to the implementation of new systems and tools.
- Update standard operating procedures, guidance notes and training materials.
- If requested, guide, support and supervise assigned team members.
- Brief and assist new team members on requirements relating to accounts and finance.
- Support the identification and management of risks and seek to seize opportunities impacting objectives in the area of responsibility. Ensure decision making in risk based in the functional area of work. Raise risks, issues and concerns to a supervisor or to relevant functional colleague(s).
- Perform other related duties as required.

Minimum Qualifications

For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher.

NOTE: A completed and relevant minimum first level university degree (equivalent to BA or higher) shall count in full (100%) towards the required years of work experience. Priority will be given to eligible applicants meeting the full requirements

Remuneration

In case of appointment, a competitive compensation and benefits package is offered.

G5 - Salary range: NET 610,475 HUF - NET 715,099 HUF.

Field(s) of Education

Not applicable.

Certificates and/or Licenses

Accounting; Business Administration; Finance

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Experience with ERP financial modules (PeopleSoft, Oracle or SAP).

Desirable

Experience with MSRP Finance applications. Experience with accrual accounting (IPSAS, IFRS or similar). Experience with UN/UNHCR financial rules, regulations and procedures.

Functional Skills

*IT-Computer Literacy

*IT-Microsoft Office Productivity Software

*FI-Financial Accrual Accounting under internationally accepted standards (IFRS, IPSAS, etc)

*FI-ERP Financial Management (SAP, Oracle, PeopleSoft, Workday and other)

(Functional Skills marked with an asterisk* are essential)

Language Requirements

For International Professional and Field Service jobs: Knowledge of English and UN working language of the duty station if not English.

For National Professional jobs: Knowledge of English and UN working language of the duty station if not English and local language.
For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

Position Competencies

Competencies as defined in Job Profile

Language Requirements

Please also note that English is essential for this Job Opening.

Closing Date

The closing date is 02/10/2024.

BENEFITS:

Annual leave: UNHCR staff members holding a temporary appointment will accrue annual leave at the rate of 1.5 working days for each full calendar months of service (i.e. 18 working days per year).

Pension system: Staff members holding granted a minimum of 6 months temporary appointment will become participants in the United Nations Joint Staff Pension Fund (UNJSPF).

Health insurance plan: locally recruited staff members in Budapest will be enrolled in the Medical Insurance Plan (MIP). The coverage is also optionally available for eligible family members.

Shortlisted candidates may be required to sit for a test. No late applications will be accepted. UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation. UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

Additional Information

In case you face technical issues with the system, please clean cache, cookies in your browser and try again. In addition, you could try to use incognito mode during the application process or use another browser. If none of the above solved the issue, please contact us hqbscapc@unhcr.org

Application can be submitted here:

https://unhcr.wd3.myworkdayjobs.com/en-US/External/details/Senior-Finance-and-Accounting-Assistant--AP-Invoice-Processing_JR2447453?q=JR2447453