

VN IE-020-2023

Open to Internal and External Candidates

Position Title : **Senior Finance Assistant**

Duty Station : **Dublin, Ireland**

Classification : **General Service G7**

Type of Appointment: **One Year Fixed-Term, with possibility of extension**

Estimated Start Date : **as soon as possible**

Closing Date : **10.04.2024**

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.

Context:

Under the overall supervision of the Chief of Mission (CoM) in Dublin and direct supervision of the Resources Management Officer (RMO); and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the resources management functions in Dublin.

Responsibilities and Accountabilities:

1. Provide procedural guidance to managers and staff; supervise, guide and train other finance support staff;
2. Prepare budget, accounting, financial, statistical reports and other reports as required
3. Manage financial resources through monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations;
4. Provide specialized advice and support to Project Managers and/or Chief of Missions/Head of Office/Head of Sub-office on financial and administrative matters;
5. Prepare annual budget submission and revisions including estimating the cost of staff as well as rental and utilities, office equipment and supplies, printing, and other contracts, services or running expenses;
6. Monitor compliance with financial policies, procedures, rules and regulations;

7. Consolidate data into financial statements and assist in monitoring expenditures to ensure they remain within authorized levels;
8. Provide regular and ad hoc financial information to support informed financial decision making;
9. Assist monitoring that bank reconciliations for IOM accounts are regularly performed and reviewed by designated stakeholders;
10. Manage and prepare the payroll by executing validity checks on monthly payroll results;
11. Ensure that disbursements are made based on proper authorizations and supported by legitimate and sufficient documentation;
12. Prepare draft responses or respond to audit queries and follow up on audit recommendations;
13. Review the status and monitor the proper maintenance of Vendor Accounts in accounting system;
14. Verify vendor claims for accuracy and conformance with IOM finance policies and instructions; and,
15. Perform other related duties as required.

Required Qualifications and Experience:

Education:

- Bachelor's degree in Business Administration, Accounting, Finances, or related field with five years of relevant professional experience.
- High School diploma with seven years of relevant experience;
- Professional certification as Chartered Accountant (CA) or Certified Public Accountant (CPA), Chartered Institute of Management Accountants (CIMA), or Association of Chartered Certified Accountants (ACCA) is an advantage.

Experience:

- Experience in financial administration including financial management, accounting, budgeting and audit
- Experience using an Enterprise Resource Planning system;
- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in ERP is a distinct advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills:

- High level of computer literacy, good knowledge of MS Office, in particular in Excel;
- Excellent oral and written communication skills;
- Ability to work with national and international institutions;
- Ability to prepare clear and concise report;
- Demonstrated ability to and exercise sound judgment;
- Knowledge of International Public Sector Accounting Standards (IPSAS) an advantage; and,
- Knowledge of ERP highly desirable.
- Strong Communication and Organizations skills

Languages:

Fluency in English (oral and written) is required.

Required Competencies:

Values - All IOM staff members must abide by and demonstrate these five values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioral indicators – Level 2

- 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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies – behavioral indicators – Level 2

- Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.

- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

IOM's competency framework can be found at this [link](#).
Competencies will be assessed during a competency-based interview.

Other:

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19

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.

This post is subject to local recruitment. ***Only persons holding a valid residence and work permit for Ireland will be eligible for consideration.***

How to apply:

Please apply to the job post [here](#), sharing your updated CV and motivational message explaining your interest in the role.

Please note that only shortlisted candidates will be contacted for an interview, soon after the closing of the Vacancy.

Posting period: From 27.03.2024 to 10.04.2024.