

## Open to Internal and External Candidates

Position Title	: <b>Finance Assistant</b>
Duty Station	: <b>Khartoum, Sudan</b>
Classification	: <b>G5</b>
Type of Appointment	: <b>Special, six months with possibility of extension</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>January 06,2018</b>

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 overall supervision of the Resource Management Officer, and direct supervision of the National Finance Officer, the selected candidate will be responsible for the following functions:

### **Core Functions / Responsibilities:**

1. Provide specialized assistance in controlling and monitoring finance and budget activities of the Office;
2. Thoroughly verify payment claims from staff and suppliers and other service providers, particularly those written in local language, and ascertain that the equipment, supplies or services they refer to are duly received or provided before processing payment requests;
3. Assist with the control and monitoring of the office cash balance, expenses, preparation of receipt vouchers and payment requests;
4. Enter payments, receipts and non-cash vouchers in accounting system SAP, and clearance of vendor accounts in a timely manner. Ensure accuracy of recorded data;
5. Maintain files of all financial instructions/guidelines issued and refer to it for completion of responsibilities. ensure compliance with these instructions and guidelines in making any and all transactions of the office;

6. Prepare complete supporting documents for all payments, receipts and non-cash transactions. Process payments to suppliers and staff members after obtaining appropriate approvals;
7. Monitor IOM local banks accounts and keep track of balances to ensure their sufficient funds, follow-up any issue related to banks statements, perform bank reconciliation;
8. Assist in assessing and maintaining necessary internal control pertaining to various areas of finance; assist in implementing the recommendation of auditors;
9. Assist in the timely preparation of financial reports according to relevant requirements;
10. Draft routine correspondence and answer queries related to financial matters;
11. Provide guidance and information to other units on financial policies and procedures;
12. Assist in prepare monthly accounting returns package to be sent to Manila Administrative Center (MAC);
13. Process the travel authorization TAs settlements after received all the documents required, for all the staff;
14. Maintains a filing system for vouchers.
15. Assist in preparation of funding requests and ensure that sufficient funds are available locally;
16. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- Completed advanced university degree from an accredited academic institution, preferably in Finance, Accounting or Business Administration; or
- A minimum of five years' professional experience (or four years of experience for candidates holding a first level university degree) in financial management, accounting and budgeting.

### **Experience**

- Experience with internal control assessment, internal audit and or external audit;
- Knowledge of IOM's regulations, policies and procedures, couple with experience with IPSAS, computerized accounting systems (including SAP) PRISM;
- Demonstrated interpersonal skills and ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;
- Demonstrated gender awareness and gender sensitivity.

### **Languages**

Fluency in **English** and **Arabic** is required.

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## **Required Competencies**

### **Behavioral**

- 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 – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- 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.

### **How to apply:**

Interested candidates are invited to submit their applications via email: [sudanhrdept@iom.int](mailto:sudanhrdept@iom.int), by January 04, 2018 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

### **Posting period:**

[From 24.12.2017 to 06.01.2018](#)