



Position Title	: <b>Senior Finance Assistant</b>
Duty Station	: <b>El Gedaref, Sudan</b>
Classification	: <b>G6</b>
Type of Appointment	: <b>One-year fixed term with possibility of extension</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>December 13, 2023</b>
Reference Code	: <b>VN 35 2023</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 Head of Resources Management Unit and direct supervision of finance officer, with close coordination with other Resources management units in Port Sudan, the candidate is responsible for the following functions covering Gedaref and Kassala sub-offices.

**Core Functions / Responsibilities:**

1. Provide procedural guidance to managers and staff; supervise, guide and train other finance support staff.
2. Manage financial resources through monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations.
3. 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.
4. Thoroughly verify payment claims via OIPA from staff for suppliers and other service providers, particularly those written in the local language, and ascertain that the equipment, supplies, or services they refer to are duly received or provided before processing the document matching in the OIPA system.
5. Assist in monitoring compliance with financial policies, procedures, rules and regulations.
6. Consolidate data into financial statements and assist in monitoring expenditures to ensure they remain within authorized levels.
7. Provide regular and ad hoc financial information to support informed financial decision making.



8. Assist monitoring that bank reconciliations for IOM accounts are regularly performed and reviewed by designated stakeholders.
9. Verify all payments related to the Gedaref & Kassala offices and the Finance reviewer for the supporting document in the OIPA as a document matcher.
10. Follow up on advances and settlements for payments issued while maintaining timely records and up to date entries.
11. Ensure that disbursements are made based on proper authorizations and supported by legitimate and sufficient documentation.
12. Provide assistance responding 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.
15. Assist in the preparation of budget, accounting, financial, statistical reports, and other reports as required; and,
16. Perform other related duties as required.

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

#### **Education**

- University degree in Business Administration, Economics, Accounting, or a related field from an accredited academic institution with **FOUR** years of relevant professional 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) will be a distinct advantage.

#### **Experience**

- Experience in financial or audit management. Experience in Non-Governmental Organizations (INGOs/NGOs) is an added advantage.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of spreadsheet and database packages.
- Proven working experience in compliance processes and procedures.
- Experience working with the implementing partners.
- Experience in IP's capacity assessment, Budgets and Fraud mechanism control.

#### **Skills**

- Knowledge of financial rules and regulations.



- Knowledge of International Public Sector Accounting Standards (IPSAS).
- Knowledge in ERP system

### Languages

- For all applicants, fluency in English and Arabic is required (oral and written).

### *Required Competencies*

**Values** – all IOM staff members must abide by and demonstrate these values:

- **Inclusion and respect for diversity** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency** maintain 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 of 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.
- IOM has zero tolerance with discrimination and does not discriminate to HIV/AIDS status.
- This position is open to **ONLY** Sudanese nationals.
- **Vacancy close at 23:59 local time Khartoum, Sudan on the respective closing date. No late applications will be accepted.**



***How to apply:***

Interested candidates are invited to submit their Resume via email: [sudancareer@iom.int](mailto:sudancareer@iom.int), by December 13, 2023, at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

[Please make sure to complete the Personal History Form \(PHF\).](#)

***Posting period:***

[From 07.12.2023 to 13.12.2023](#)

***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview processing, training or other fee). IOM does not request any information related to bank accounts.