



International Criminal Tribunal for the former Yugoslavia

Finance Assistant, G-5 (Temporary Vacancy – duration until 30 June 2016)

DEADLINE FOR APPLICATIONS	:	15 December 2015
DATE OF ISSUANCE	:	08 December 2015
OFFICE	:	Finance Section/Registry
VACANCY ANNOUNCEMENT	:	2015/ICTY/REG/FIN/031-GS

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational setting and Reporting:

This position is located in the Registry, Finance Section under the supervision of the Head of the Unit.

Responsibilities:

Records obligations, follows up on the accounts receivable and payable. Reconciles, analyses and corrects inter-office vouchers received from other UN agencies in order to ensure agreement with debit advices sent by respective offices. Reconciles bank statements for all funds in foreign and local currencies by comparing transactions recorded on the bank statements with the accounting records of the Organisation; clarifies and interprets any intricacies that may arise in the course of their reconciliation. Process petty cash and impress accounts replenishment, drafts/prepares memoranda and/or faxes to various offices, departments and overseas offices in connection with petty cash and impress accounts operations.

Examines provision of personnel action forms with respect to salary and allowances, including education grants, for consistency with existing rules, regulations, personnel directives and administrative instructions; referring to miscellaneous computer generated payroll reports to determine the current payroll status of the staff members in question and ensures changes in salary entitlements are compatible with the existing payroll record. Communicates irregularities and/or inconsistencies to supervisors for amendment or cancellation; inputs corrected information in order to update the payroll master file and releases the salaries in accordance with the established procedures upon certification by an authorised Human Resource Officer. Prepares UNJSPF schedules and Income Tax statements.

Processes payment vouchers in connection with purchase of goods and services, after ensuring compliance with all relevant rules, ensures that proper documentation and requirements have been fully met. Processes travel claims in accordance with relevant rules, circulars and instructions, ensures that proper receipts support them and that the trips conform to the authorised itinerary. Ensures that funds have been properly provided and authorised, recovering travel advances in excess of entitlements and submits completed vouchers for reimbursement to the Unit Chief for final approval and transmittal for payment.

Generates payments from the accounting system and effects payments in the electronic banking system, ensures all payment vouchers are properly certified and approved before payments are effected. Attends to banking matters on behalf of staff members and the Tribunal, acts as cash custodian, updates cash balances in the electronic spreadsheet.

Responds to queries from staff members and third parties. Drafts routine correspondence with respect to enquiries related to relevant financial and accounting matters. Maintains and keep up-to-date files.

Other relevant duties as assigned by the Chief of Unit or Section.

Competencies:

- **Professionalism** –Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
 - **Teamwork** – Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
 - **Planning and Organising** – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
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QUALIFICATIONS

Education: High school diploma or equivalent.

Experience: Minimum of 5 years of progressively responsible financial experience. Preferably in bank reconciliations and petty cash operations.

Language: English and French are the working languages of the Tribunal. For the post advertised fluency in oral and written English is required. Knowledge of French or B/C/S is an asset.

Other: Successfully passed UN Finance Test. Specialized training in finance is an asset. Demonstrated ability to use computer technology. Knowledge of SUN System, PROGEN, or RBS Access Online will be an advantage.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 level are eligible to apply.
- 2) Interested staff members must complete the ICTY Internal Application Form and UN Personal History Profile (PHP) form obtainable via the TRIBUNET; ICTY website or personal Inspira account. Please submit all documents including the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the recruitment@icty.org in-box. Please indicate the job opening number in the subject line.
- 3) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a staff member for the position.
- 4) Applicants may have to sit the Global General Services Test (GGST) as per OHRM instructions.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website (www.icty.org) or personal Inspira account and forward electronically AS ONE DOCUMENT to the recruitment@icty.org in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the Global General Services Test (GGST) as per OHRM instructions.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

Special Notice: Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointment against this post is on a local basis.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED.