

*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#2449464 – Senior Finance and Accounting Assistant**

#### **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

#### Organizational Setting and Work Relationships

The Accounts Receivable and Donor Reporting (ARDR) unit of the Accounts & Financial Section (AFS) is responsible for generating AR invoices; processing incoming deposits; providing related technical support to end users in the Field and HQ; managing revenue accounting; processing adjustments to receivables and revenue; coordinating accounts closure and reconciliation for receivables and revenue; as well as compiling and certifying financial reports to UNHCR's donors. These tasks require active liaison with colleagues from the Division of External Relations (DER), the respective Field Operations, as well as other units within the Division of Financial and Administrative Management (DFAM).

#### Role Overview

The successful candidate will play a crucial role in the financial processes related to accounts receivable and revenue, as well as in compiling financial reports to donors.

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

- Analysis of incoming payments, AR receipt creation and their application to the corresponding AR invoices.
- Contributing to the monthly and annual financial closures for receivables and revenue.
- Contributing to reconciliations and accounting analyses related to receivables and revenue.
- Supporting Field Operations and other HQ units in AR related inquiries.
- Compilation of donor reports as assigned, and follow-up with Field Operations on their inputs.
- Supporting the implementation of using the new Funding Allocation Engine (FAE) functionality for financial donor report preparation purposes.
- Addressing inquiries received to the shared mailboxes.
- Participation in the preparation and updating of standard operating procedures and guidance notes to facilitate the day-to-day work.
- Supporting internal and external audit inquiries.

### 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 684,443 HUF - NET 801,631 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 28/11/2024.

**BENEFITS:**

Annual leave: UNHCR staff members holding a fixed-term appointment will accrue annual leave at the rate of 2.5 working days for each full calendar months of service (i.e. 30 working days per year).

Pension system: Staff members holding a fixed-term 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 [hqbscpc@unhcr.org](mailto:hqbscpc@unhcr.org)

Application can be submitted here:

[https://unhcr.wd3.myworkdayjobs.com/en-US/External/job/Budapest-GSC-Hungary/Senior-Finance-and-Accounting-Assistant\\_JR2449464?locationCountry=9db257f5937e4421b2fac64eec6832f8&jobFamilyGroup=113ac21cb9f4101242a02c9883630000](https://unhcr.wd3.myworkdayjobs.com/en-US/External/job/Budapest-GSC-Hungary/Senior-Finance-and-Accounting-Assistant_JR2449464?locationCountry=9db257f5937e4421b2fac64eec6832f8&jobFamilyGroup=113ac21cb9f4101242a02c9883630000)