



Job Opening

Job Title: Accountant, P3
Department/ Office: OFFICE OF PROGRAMME PLANNING, BUDGET AND ACCOUNTS
Duty Station: NEW YORK
Posting Period: 28 September 2011-27 November 2011
Job Opening number: 11-FIN-OPPBA-20661-R-NEW YORK

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

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Org. Setting and Reporting

The position is located in the Accounts Division, within the Office of Programme Planning, Budget and Accounts, Department of Management. The incumbent will report to a Unit Chief.

Responsibilities

Within delegated authority, Accountants will be responsible for the following duties: (These duties are generic and may not be carried out by all Accountants). Analyse accounts and review/evaluate regular financial reports at Headquarters, from Offices-away-from Headquarters, and Peacekeeping and Special Political Missions. Identify problem transactions and irregularities in related accounts, resolving them in a timely and effective manner. Approve/Confirm that proposed obligations or expenditure for services, facilities supplies and equipment expenses, as well as those pertaining to personnel, are in accordance with the Financial Regulations and Rules of the UN, relevant appropriations and staffing tables and corresponding approved allotments. Coordinate and supervise the processing of Inter Office Vouchers (IOV's), billings, payroll, government and vendor claims, and travel claims. Monitor, analyse, and approve transactions for entry into the accounting system (IMIS). Keep abreast and provide guidance on IMIS procedures. Ensure that appropriate internal control systems are functioning to ensure accurate financial reporting and that all relevant records are maintained. Assist in preparing or consolidating financial statements for inclusion in the UN Financial Statements to be audited. Review the financial statements of other entities for which the Controller has certification authority. Provide advice and guidance concerning the United Nations' Financial Regulations and Rules and accounting policies, procedures and practices providing authoritative interpretation of requirements for handling transactions. Define requirements and work with systems units with respect to production of relevant financial reports. Participate in the development of accounting policies including those related to international accounting standards. Analyze audit reports and provide information needed to respond to internal/external audit observations. Perform other related duties as required.

Competencies

Professionalism: Proven conceptual analytical, and evaluative skills and ability to conduct independent research and analysis, identifying issues, formulating options and making conclusions and recommendations; Familiarity with UN Financial rules and regulations; Familiarity with international accounting standards and ability to develop accounting policies consistent with international accounting standards. Advanced computer skills including spreadsheet and database applications. Ability to prioritize own tasks and activities and those of the team. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Planning & Organizing: 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.

Education

Advanced university degree (Master's degree or equivalent) in business administration, finance, accounting or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Certification as a Certified Public Accountant (CPA), Chartered Accountant (CA) or equivalent is desirable.

Work Experience

A minimum of five years progressively responsible experience in accounting operations of a large, decentralized organization, including experience in preparing financial statements that are subject to audit, is required. Experience using large commercial ERP systems or IMIS is also required.

Languages

English and French are the working languages of the United Nations Secretariat. For this post fluency in English is required, knowledge of French is desirable. Knowledge of another UN official language is an advantage.

Assessment Method

Competency based interview and/or other assessment method.

Special Notice

These posts are financed by the Support Account for Peacekeeping Operations. Extension of appointment will be subject to budgetary approval. Staff Members are subject to the authority of the Secretary-General and to assignment by the Secretary-General. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

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