



**UNITED NATIONS RELIEF AND WORKS AGENCY
FOR PALESTINE REFUGEES IN THE NEAR EAST
UNRWA**

UNRWA is a United Nations agency established by the General Assembly in 1949 and is mandated to provide assistance and protection to a population of some 5 million registered Palestine refugees. Its mission is to help Palestine refugees in Jordan, Lebanon, Syria, West Bank and the Gaza Strip to achieve their full potential in human development, pending a just solution to their plight. UNRWA's services encompass education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance. UNRWA is funded almost entirely by voluntary contributions. For its international team, UNRWA is seeking seasoned finance professional for several posts of:

Head, Field Finance Office

Vacancy Announcement Number	12-FO-VS-51
Grade	P-4
Deadline for Applications	11 September 2012
Duty Station	Amman, Damascus, Jerusalem, Gaza

The Head Field Finance Office is part of the management team supporting the Field Director. The incumbent is specifically responsible for, but not limited to, all aspects of financial operations within the assigned Field and for providing management advice based upon financial information. The incumbent reports to and receives supervision and instructions from the Field Director or Deputy Director of UNRWA Operations (Support). Technical guidance and advice are received from the Director of Finance & ERP. UNRWA's financial accounts, policies and procedures are IPSAS (International Public Sector Accounting Standards) compliant. Accordingly, the incumbent will:

Primary Duties and Responsibilities

- Manage a Field based Finance team of between 15 to 25 staff to ensure, inter alia, that the Finance function provide accurate, relevant and timely financial information and advice to a multiplicity of internal and external stakeholders;
- Be responsible for the interpretation of the financial information and for providing advice on a broad range of management issues to the Field Director, Programmes' Chiefs and other managers within the Field. Advise on the management of the financial envelope and, in close co-ordination with Human Resources, advise on staffing costs for the Field including reallocation of financial resources based on Field/Agency priorities, forecast costs and expenditures;
- In full compliance with IPSAS, coordinate the preparation of the Field medium term forecasts and operating budget; review budget submissions, monitor expenditures against budget allotments and reports on variances. Ensure that Field Budget activities are carried out in an accurate, defensible and timely manner;
- Ensure due diligence in all aspects of the disbursements, receipts and management of the Field's financial resources including responsibility of internal control procedures, cash flow management and treasury functions in the Field;
- Supervise the preparation of the Monthly Financial Report to internal management (due on working day 5), the fully accrued Monthly Accounts, the financial records and statements and reports including monthly figures covering also the staff cost in coordination with the Departments. Ensure that yearly and Biennium Field Accounts closing activities are carried out in a precise and timely manner. Coordinate Field replies to internal and external audit queries;

- Supervise the preparation of the Quarterly Budget Review for all Programmes and Departments to enable Management to conduct Resource Allocation;
- Ensure that the provisions of the IPSAS compliant Financial Regulations, the Finance Manual and Finance and Budget Technical Instructions issued by Headquarters are complied with throughout the Field and are supplemented locally to the extent necessary;
- Be responsible for development and maintenance of Field's financial systems and procedures in order to maintain a balance between operational expedience and financial control, and take a lead in identifying local systems and processes that could be streamlined for greater efficiency;
- Serve on Field Committees involving financial matters including Local Committee on Procurement and Tender Opening Committee;
- Train and instruct the staff on financial matters in the Field.

Professional Knowledge and Experience

- Advanced university degree in finance, accountancy, business administration or related field; **OR**
- A university degree and membership in a professional body of accountants (e.g., Institute of Chartered Accountants, Institute of Certified Public Accountants, Institute of Chartered Public Accountants);
- Eight years of experience in the application of the knowledge acquired as listed above, including at least five years at the supervisory level, in a large commercial, industrial or government Agency, involving work in finance, accounting, budget, audit and related functions with solid grasp of accrual Accounting;
- Excellent command of written and spoken English.

Competencies

- Proven conceptual, analytical, and evaluative skills;
- Ability to conduct independent research and analysis, identify issues, formulate and analyse options and make sound recommendations;
- A complete, in-depth grasp of financial principles and practices with sound knowledge of budget development and financial administration of resources;
- Strong managerial/supervisory skills;
- Negotiation skills, good judgment and decision making skills;
- Demonstrated innovative technical leadership through performing and/or overseeing the analysis of complex financial policies and programme issues;
- Ability to establish priorities, plan, coordinate and monitor the work of others;
- Sound computer skills, including proficiency in word processing and spreadsheet applications;
- Knowledge of computerized accounting and budgeting systems;
- Strong interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment, with sensitivity and respect for diversity.

Desirable Qualifications

- Work experience with a UN organization;
- Knowledge of ERP systems;
- Working knowledge of written and spoken Arabic.

Additional Information

The incumbent will be required to reside in the field of assignment and to travel occasionally in the Agency's area of operations in the Middle East.

Conditions of Service

UNRWA offers an attractive compensation package including annual salary starting at **\$72,467** net tax free with dependants or **\$67,483** single, plus **post adjustment of 43% for Amman, 47.1% for Damascus, 52.3% for Gaza and 52.3% for Jerusalem** (all post adjustment rates are subject to change without notice). Other benefits, subject to eligibility, include education grant, dependency allowance, home leave, pension fund, health insurance and 6 weeks annual leave. All UNRWA duty stations (with the exception of Gaza and Syria) are family duty stations. Initial contract is for one year, with the possibility of further extensions subject to the availability of funds and the continuing need for the post.

How to Apply

To start the **application process**, applicants are required to register at <http://jobs.unrwa.org> by creating a personal profile and completing **UNRWA Personal History Form**. Please note that UNRWA only accepts degrees from accredited educational institutions. **Only applications received through <http://jobs.unrwa.org> will be considered.** Due to the large number of applications received for UNRWA vacancies, only applicants short-listed for interview will be contacted.

UNRWA does not charge a fee at any stage in the recruitment process.

General Information

UNRWA encourages applications from qualified and experienced women.

UNRWA welcomes applications from qualified candidates with disabilities.

UNRWA is a United Nations organization whose staff are expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for human rights, for diversity, and for non-violent means of dealing with all kinds of conflict. UNRWA staff are expected to uphold these values at all times, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking work environment.

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