



INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT

Position: Finance Assistant
Category: GS4
Duty Station: Brasília, BRAZIL
Start Date: 15th August 2013
Estimate Monthly Base Salary: BRL4,270 per month

DESCRIPTION OF RESPONSIBILITIES

1. Assists in the preparation of periodic accounting records by recording receipts and disbursements (ledgers, cash books, vouchers, etc) and reconciling data for recurring or special reports. Maintains contacts with local banks and verifies accounts status, currency exchange and obtaining approval for cheque clearance;
2. Compiles and verifies budget and accounting data by checking files, calculating costs and estimating anticipated expenditures. When authorized, makes disbursements from petty cash fund, maintains records of these disbursements and balances accounts as required;
3. Assists newly arriving or departing staff members on opening or closing bank accounts, exchanging currency and other financial matters;
4. Performs other duties as required.

MINIMUM ESSENTIAL REQUIREMENTS

1. COMPETENCIES:

a) Values:

- Integrity
- Professionalism
- Respect for Diversity

b) Core:

- Teamwork & Collaboration
- Communication
- Commitment to Continuous Learning
- Client and Results Orientation

c) Cross-Functional:

- Analytical Thinking
- Technological Awareness
- Planning & Organising
- Change Capability & Adaptability

2. EDUCATION:

- High School Certificate

3. JOB EXPERIENCE:

- Previous job experience: 3 years
- Job experience relevant to the post: 3 years
- Experience in an UN agency is highly desirable.

4. LANGUAGES:

Fluency in English and Portuguese are essential to perform the functions of the post.
Working knowledge of Spanish is a strong asset.

5. DESIRABLE QUALIFICATIONS & COMPETENCIES:

- Communication skills;
- Computer skills;
- Knowledge of UN and UNHCR mandate, rules and regulations;
- University Degree (Discipline: Economics, Business Administration, Political Science, International Relations or related field).

All applications must be submitted in English and include signed P11 entry form and motivation letter.

Complete application package must be sent to brabr@unhcr.org by the 26th July 2013 (Subject: Finance Assistant).

Applications that do not meet the above specifications will be automatically disqualified. Due to technical reasons, UNHCR-Brazil does not issue receipt of applications.