



UNITED NATIONS
UNIVERSITY

LOCAL RECRUITMENT
Dresden, Germany

VACANCY ANNOUNCEMENT

FINANCE AND ADMINISTRATIVE OFFICER (NO-A)

Organizational Unit : United Nations University - Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)

Reference Number : 2013/UNU/FLORES/FTA/FAO/09(1)

Applications to : **By Post:**
Director, United Nations University - Institute for Integrated Management of
Material Fluxes and of Resources (UNU-FLORES)
Ammonstrasse 74
Dresden, 01067 GERMANY

By E-mail: hrFLORES_fao1@unu.edu

Closing Date : 06 May 2013

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information please visit <http://unu.edu>.

United Nations University - Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES):

The mission of UNU-FLORES is to contribute to the development of integrated and sustainable management strategies for the use of water, soil and waste resources in particular in developing and emerging countries in scientific, educational, managerial, technological and institutional terms. Potential issues of focus include: urban water management, nutrient cycles and budgets, methods for reclamation and rehabilitation of degraded sites, site-specific river-basin scale water management; interaction of land use management and water inventory under differing climate conditions, efficient site-adapted waste management strategies, among others. The Institute will develop innovative concepts for target- and region-specific knowledge transfer as well as appropriate methodologies and approaches for postgraduate and professional education. The Institute is located in Dresden, Germany with an expected twin institute component in Maputo, Mozambique. For more information please visit <http://flores.unu.edu>.

Responsibilities:

Under the technical guidance of the Chief Finance Officer of the UNU Centre and reporting directly to the Director of UNU-FLORES on an operational level, the key responsibilities of the Finance and Administrative Officer include:

- Support the founding director of the Institute in the establishment phase of UNU-FLORES;
- Liaise and coordinate with the UNU Center on finance;
- Manage the day-to-day operations in the full spectrum of accounting services, including accounts payable, accounts receivable, application of cash receipts, accounts reconciliation, billing, monthly closing of accounts, bank reconciliation, preparation of management reports, consolidation, forecasting, year-end closing of accounts;
- Plan and execute financial operations in accordance with UNU's policies, United Nations Financial Rules and Regulation (UNFRR) and established operational procedures, and ensure that proper and accurate accounting records are maintained;
- Prepare the budget for UNU-FLORES;
- Monitor and report on the implementation of the budget;
- Forecast income and expenditures;
- Maintain monthly statements of account to allow the personnel responsible for the respective budgets to easily monitor work in progress and availability of funds;
- Oversee the preparation of financial reports in accordance with the terms and conditions of donor contracts to national and international donors in the public sector, notably German ministries and agencies, the European Union, donors in the private sector and the UNU Headquarters;
- Manage the cash position of bank accounts and Imprest account which includes cash-flow forecasting and the determination of funding requirements in relation to budget execution;
- Oversee the reconciliation of balance sheet accounts, review monthly journal entries and the general ledger;
- Liaise with auditors, donor agencies/ministries, financial services of partner institutes and vendors;
- Administer UNU contracts (excluding UN Staff) and monthly payroll;
- Coordinate the monthly and annual closing of accounts;
- Review/approve employee travel documents for adherence to UN Rules and Regulations;
- Supervise petty cash process;
- Ensure adequate maintenance of office space and facilities services;
- Exercise control over non-expendable property, supplies and materials;
- Supervise the communication with host country authorities on administrative matters;
- Support employees of UNU-FLORES on administrative matters including finance, human resources and procurement;
- Oversee participation in the Atlas (PeopleSoft) transition and implementation;
- Drive initiatives to improve workflow and streamline the internal processes to enhance efficiency and productivity;
- Perform any other duties as may be assigned or required.

Required Qualifications and Experience:

- University degree in Accounting/Finance or a related field and a professional accounting qualification such as Wirtschaftsprüfer, Certified Public Accountant (CPA), Chartered Accountant (CA) or other Professional Accounting Certification are required;
- At least three (3) years of progressively responsible professional experience in financial accounting, preferably in an international environment;
- Experience in Big 4 audit/accounting firms is advantageous;
- Previous experience in submitting financial reports to the European Union, German Ministries and similar international entities would be an asset;
- Proficient in the use of MS Office applications, particularly advanced level in MS Excel is required;

- Experience in using PeopleSoft Enterprise Resource Planning (ERP) Financials system or another ERP system is highly desirable;
- Strong ability to establish priorities, work within tight timelines and multi-task;
- Able to work under minimal supervision with high level of resilience;
- Good team player with strong inter-personal skills demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Fluency in both oral and written English and good knowledge in German are essential. Knowledge of other United Nations official languages would be an asset.

The successful candidate is required to spend at least two weeks in the UNU Centre, Finance Services, in Kuala Lumpur, Malaysia, for training at the commencement of appointment and is expected to undertake occasional missions during the course of the assignment.

Remuneration:

Remuneration will commensurate with qualifications and experience according to suitability of candidates and starts at the NO-A level of the National Professional Officer salary scale for Germany duty station in the United Nations Common System salary scale, plus benefits. For more information, please visit http://www.un.org/Depts/OHRM/salaries_allowances/salaries/germany.htm.

The Rector reserves the right to appoint a candidate at a level below that is advertised.

Duration of Contract:

This is a full time fixed-term appointment. The initial appointment will be for a period of two (2) years with the possibility of renewal on a rolling fixed-term appointment basis, subject to requirements and satisfactory work performance. The mandatory age of retirement for United Nations staff is 62 years.

This is a locally recruited position; no relocation expenses or allowances apply. National Professional Officers shall be of the nationality of Germany where UNU-FLORES is located. Applications from suitably qualified women candidates are particularly encouraged.

Staff members of the United Nations University are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of the United Nations University.

The United Nations University is a non-smoking environment.

Starting Date: As soon as possible.

Application Procedure:

Interested applicants should submit their applications, preferably by e-mail (to hrFLORES_fao1@unu.edu), and must include the following:

- A cover letter setting out how the qualifications and experience match the requirements of the position;
- A completed and signed UNU Personal History (P.11) form downloadable from United Nations University website at <http://unu.edu/about/hr>. Please avoid using similar forms provided by other United Nations organizations;
- Full contact information of three (3) referees; and
- The application must also indicate the reference number of the vacancy announcement (2013/UNU/FLORES/FTA/FAO/09(1)).