



Vacancy Notice No : VN 2022/03
Position Title : Finance Assistant
Duty Station : Belgrade, Serbia
Classification : General Service Staff, G4
Type of Appointment : OYFT (with possibility of extension)
Estimated Start Date : April 2022
Closing Date : 5 April 2022

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

General functions

Under the overall supervision of Head of Office and the direct supervision of National Resource Management Officer in coordination with Regional Project Manager – Migration Management Team Leader, the Finance Assistant will be responsible for the following duties.

- Extract and input data from various sources in financial or accounting systems;
- Respond to accounting, budget or financial queries regarding data from staff in the unit and elsewhere;
- Assist in the preparation of the payroll by executing validity checks on monthly payroll results;
- Review all types of payments starting from purchase to payment requests verifying that they are duly authorized, and all the supporting documents are attached therewith;
- Create new Vendor Accounts in PRISM;
- Verify vendor requests for accuracy and conformance with IOM finance policies and instructions;
- Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;
- Prepare necessary receipt and journal vouchers;
- Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required;
- Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.;
- Ensure proper and systematic filling of all posted payments and other accounting documents according to the established standards;
- Responsible for the Petty Cash of the office;
- Perform other duties as may be assigned by the Head of Office

Desirable Qualifications and Experience:

Education:

- High school degree/certificate with minimum four years of relevant work experience or
- Bachelor's Degree from an accredited institution with minimum two years of relevant work experience.

Experience:

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- Excellent computer skills and a high level of proficiency in spreadsheet and database applications.
- Experience in working with SAP
- Strong written and verbal communication skills.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage; and,
- Knowledge and understanding of the UN administrative systems is an advantage.

Languages Required

Fluency in English

How to apply:

Interested candidates to submit their applications as soon as possible by sending IOM Personal History form in English language available on IOM Serbia [website](#) and a motivation letter, not more than one page, via email to iombegvacancy@iom.int quoting this respective Vacancy notice number (SVN 2022/03) in the subject.

Only shortlisted candidates will be contacted.

Position is subject to availability of funding

Posting period: From 22.03.2022 to 05.04.2022

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioral indicators level 1

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.