International Organization for Migration (IOM)
The UN Migration Agency

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title	:	Finance Assistant
Duty Station	:	Port-Au-Prince (1 position)
Classification	:	Employee, Grade Equiv. G5
Type of Appointment	:	Special Short Term, 6 months with possibility of extension
Estimated Start Date	:	As soon as possible
Closing Date	:	June 14th, 2022
Reference Code	:	**SVN2022/028**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

RESPONSIBILITIES AND ACCOUNTABILITIES:

- Under the overall supervision of the Finance officer, the direct supervision of the Senior Finance Assistant, and in close coordination with the resource management unit.
- The successful candidate will be responsible for the following tasks:
- Assist with the processing of the general accounting activities of the mission.
- Assist Finance Officer, in coordinating the preparation of donor financial reports in accordance with IOM regulations and established procedures.
- Perform all functions in accordance with the IOM Financial, Procurement and Accounting Regulations.
- Verify invoices and ascertain that the equipment, supplies or services they refer to were duly received or provided before proceeding with payment request.
- Process requests for payments. Ensure all supporting documentation and signatures according to IOM Haiti approval standards are obtained before finalizing vouchers.
- Ensure that the vendor/customer accounts are cleared in a timely manner and review all other outstanding financial matters with banks and suppliers
- Proceed with the preparation of the bank reconciliation and relevant documents for the monthly submission of accounting returns
- Review on monthly basis all the vendor account and proceed with the relevant action for clearing

- Input accounting date in SAP, in accordance with IOM financial rules and practices. Maintain accurate records of PRISM entries including hard copies of all vouchers and supporting documentations.
- Maintain a E-filing system for vouchers and all other financial documentation
- Responsible for the petty cash of the office in the absent of the treasury staff
- Process Travel expense claims and settlement of operational advances according to IOM Travel Policy, IOM Haiti Administrative Procedures and other relevant Accounting Rules and Regulations. Bring to the attention of the supervisor any relevant financial and budgetary issues.
- Identify areas for improvement and highlight them to the supervisor; provide inputs for new procedures to complement or to adapt existing ones taking into consideration the specific needs of the office.
- Provide guidance and training to new/junior staff.
- Any other duties that may be assigned.

EDUCATION, EXPERIENCE AND SKILLS

- High school degree and 5 years of experience in Accounting/Finance, Business Administration or alternatively, an equivalent combination of relevant training and experience. Or an University diploma in Accounting/Finance, Business Administration and at least 3 years of working experience in accounting or treasury.
- Experience in IOM project payrolls, with "in-field" verification of employees and workers considered a plus.
- Knowledge and experience with computerized accounting systems. Computer literate with specific proficiency in Excel. Knowledge of SAP is an advantage.
- Excellent communication and negotiation skills;
- Ability to present clear and concise information;
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds**;**
- Ability to meet deadlines and work under pressure.

LANGUAGES *(IOM's official languages are English, French, and Spanish)*

Fluent in English, French, Creole and English.

REQUIRED COMPETENCIES:

Values

Inclusion & respect for diversity

- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
- Challenges prejudice, biases and intolerance in the workplace.

Integrity & transparency

- Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the organization's resources reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

Professionalism

- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems, and remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Core competencies

Teamwork

- Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
- Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
- Coordinates own work with that of the team to meet agreed priorities and deadlines.

Delivering results

- Produces quality results and provides quality services to clients.
- Meets goals and timelines for delivery of products or services.
- Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Shows understanding of own role and responsibilities in relation to expected results.

Accountability

- Accepts personal responsibility for quality and timeliness of work.
- Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
- Operates in compliance with organizational regulations and rules.
- Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.

Communication

- Presents information using language and sequence of ideas that is easy for recipients to understand.
- Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
- Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
- Listens carefully and genuinely to the views and positions of others; acts on received information.

HOW TO APPLY:

Interested candidates should submit a CV with three (3) references and a cover letter outlining why they consider themselves a suitable candidate for this position. As the subject in your e-mail application, kindly state your full name and the IOM vacancy notice's reference code.

Only qualified candidates should apply and only those who have been short-listed will be contacted. Applications received after the deadline will not be considered. Applications should be sent to iomhaitihrunit@iom.int

No Fees:
IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Posting Period:
From 31.05.2022 to 14.06.2022