



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

ACNUR

Alto Comisionado de las Naciones Unidas
para los Refugiados

Oficina Regional para el Sur de América Latina

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Buenos Aires, 03rd June 2019

Ref: 19/AF/148 – External Vacancy announcement for UNHCR National Office Santiago de Chile, Chile

Post Title	Snr. Finance Assistant
Post Level	FTA (G5)
Duty Station	Santiago de Chile, Chile
Closing Date	10th June 2019 (inclusive)
Type of contract	12 months (1 year).

General background of Project or Assignment:

The United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country.

The UNHCR Regional Office for Southern Latin America located in Buenos Aires, Argentina from where it covers 5 countries: Argentina, Bolivia, Chile, Paraguay, and Uruguay.

The Senior Finance Assistant is normally supervised by the Admin. Finance Associate who defines work objectives and provides regular advice and guidance. The incumbent also refers to UNHCR Manuals and relevant policy papers on financial issues.

The incumbent assists with the processing of financial transactions. S/he keeps frequent contact with staff at various levels in the office and with bank officials to exchange information

Accountability (*key results that will be achieved*)

- Financial transactions and reconciliations are processed in line with relevant policies and procedures.
- Financial reports are provided as per financial guidelines and when required.

Responsibility (*process and functions undertaken to achieve results*)

- Maintain financial records for project or other office accounts for which responsibility is assigned. Record receipts and payments, assure accuracy of computation and completeness of documents and maintain continuing status of allotments against obligations.
- Prepare recurring reports on assigned accounts, noting problems resulting from excess cost or less-than-expected receipts. Prepare special reports to clarify problems or as requested for other reasons.
- Calculate and compile cost estimates and projected budget requirements and assist in preparation of budget statements for area of assignment.

- Prepare routine correspondence and maintain contracts with others to discuss matters concerning accounts and related assignments.
- Maintain contacts with local banks to clarify questions pertaining to office bank accounts.
- Brief and assist new staff on basic financial procedures and requirements with respect to payments, entitlements, banking and currency provisions and other requirements relating to accounts and finance.
- Perform other related duties as required.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Initiate correspondence to verify data, answer queries and obtain additional information on accounts and financial transactions, as required.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

REQUIRED. *Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.*

- Completion of secondary education with post-secondary training/certificate in Accounting, Business Administration, Finance or related fields.
- Minimum of 5 years of relevant work experience.
- High level of IT affinity (MS Office applications, People Soft).
- Fluency in English and working knowledge of another relevant UN language or local language.
- Chilean citizens or naturalized or with Labour Residence.

DESIRABLE QUALIFICATIONS & COMPETENCIES. *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

- Knowledge and work experience of MSRP Finance applications.
- Good knowledge of UN/UNHCR Financial rules and procedures.
- Completion of UNHCR learning programmes or specific training relevant to the functions of the position.
- Working knowledge of another relevant UN language.
- Analytical Thinking
- Technological Awareness
- Planning and Organizing

Submission of Applications:

Candidates shall submit their application including a letter of interest, complete Curriculum Vitae, copy of relevant degrees and an updated United Nations Personal History Form (P.11 form – download by clicking on the following link: <http://www.unhcr.org/recruit/p11new.doc>), all documents must be in PDF format.

All candidates should submit their application via e-mail to chlsa@unhcr.org.

Kindly indicate: **“Snr. Finance Assistant”** in the subject line.

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews and tests will be contacted.