

Vacancy Notice

Position title : **Senior Finance Assistant**
Duty Station : **Tegucigalpa, Honduras**
Classification : **General Services**
Type of Appointment : **G7, One Year Fixed Term**
Estimated Start Date : **As soon as possible.**
Closing Date : **April 2nd, 2024**
Reference Code : **VN 006 2024**

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.

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the following candidates are considered as first-tier candidates:

1. Internal candidates

2. Qualified applicants from the following NMS countries:

Algeria, Angola, Antigua and Barbuda, Bahamas, Belize, Benin, Burundi, Cambodia, Cape Verde, Cameroon, Central African Republic, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guyana, Holy See, Iceland, Israel, Lesotho, Libya, Luxembourg, Madagascar, Maldives, Malta, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Tanzania, Timor Leste, Togo, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam, Yemen

3. External female candidates.

Organizational Context and Scope:

Context:

Under the overall supervision of the Chief of Mission (CoM) in IOM Honduras and direct supervision of the Resources Management Officer (RMO); and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the resources management functions in Sub-Office IOM Honduras

Core Functions / Responsibilities::

1. Provide procedural guidance to managers and staff; supervise, guide and train other finance support staff;
2. Prepare budget, accounting, financial, statistical reports and other reports as required
3. Manage financial resources through monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations;
4. Provide specialized advice and support to Project Managers and/or Chief of Missions/Head of Office/Head of Sub-office on financial and administrative matters;
5. Prepare annual budget submission and revisions including estimating the cost of staff as well as rental and utilities, office equipment and supplies, printing, and other contracts, services or running expenses;
6. Monitor compliance with financial policies, procedures, rules and regulations;
7. Consolidate data into financial statements and assist in monitoring expenditures to ensure they remain within authorized levels;
8. Provide regular and ad hoc financial information to support informed financial decision making;
9. Assist monitoring that bank reconciliations for IOM accounts are regularly performed and reviewed by designated stakeholders;
10. Manage and prepare the payroll by executing validity checks on monthly payroll results;
11. Ensure that disbursements are made based on proper authorizations and supported by legitimate and sufficient documentation;
12. Prepare draft responses or respond to audit queries and follow up on audit recommendations;
13. Review the status and monitor the proper maintenance of Vendor Accounts in accounting system;
14. Verify vendor claims for accuracy and conformance with IOM finance policies and instructions; and,
15. Perform other related duties as required.

Required Qualifications and Experience**Education**

- High School diploma with seven years of relevant experience; or,
- Bachelor's degree in Business Administration, Accounting, Finances, or related field with five years of relevant professional experience.

Experience

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- High level of computer literacy
- Knowledge of SAP highly desirable
- Ability to work with national and international institutions;
- Ability to prepare clear and concise report;
- Demonstrated ability to and exercise sound judgment;
- Ability to supervise staff and coordinate administrative activities
- Excellent communication and negotiation skills

Languages

- Fluency in Spanish, Working knowledge of English (oral and written).

Required Competencies

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

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 – behavioural indicators level 2

- 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.

Managerial Competencies – behavioural indicators level 2

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.

- Empowering others and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction

HOW TO APPLY:

- Interested internal candidates are invited to submit their applications by completing and sending a letter of interest, a CV and Internal Application Form to the following e-mail address: recursoshumanoshonduras@iom.int by **April 2nd, 2024 at the latest**, referring to this advertisement. Personal History Form optional.
- External Candidates that comply with the role will need to send the Resume and letter of interest to recursoshumanoshonduras@iom.int by **April 2nd, 2024 at the latest**, referring to this advertisement.

IMPORTANT:

- The motivation/cover letter should be a maximum of 1 page long. It should state the position you are applying for (VN 006 2024).
- The CV should be a maximum of 2 pages long.

KEEP IN MIND:

- **Only the applications that comply with the required role will be taken into consideration.**
- **Those applications received after the due date or the ones that don't include the name of the position (VN 006 2024) as the subject, will not be considered.**
- **This vacancy is open for local staff with legal permit to work in the Country.**

Posting Period:

Del 19.03.2024 al 02.04.2024