# Terms of Reference

## I. Position Information

<table>
<thead>
<tr>
<th>Position title</th>
<th>Senior Finance Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position grade</td>
<td>G6</td>
</tr>
<tr>
<td>Duty station</td>
<td>Accra, Ghana</td>
</tr>
<tr>
<td>Job family</td>
<td>Finance</td>
</tr>
<tr>
<td>Organizational unit</td>
<td>Department Of Resources Management</td>
</tr>
<tr>
<td>Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?</td>
<td>Country Office</td>
</tr>
<tr>
<td>Appointment type</td>
<td>One Year Fixed Term</td>
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<tr>
<td>Position rated on</td>
<td>n/a</td>
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## II. Organisational Context and Scope

Under the overall supervision of the Chief of Mission and the direct supervision of the Resources Management Officer and close coordination with all relevant Units, the Senior Finance Assistant will be responsible for the following duties:

## III. Responsibilities and Accountabilities

1) Provide procedural guidance to managers and staff; supervise, guide and train other finance support staff;
2) Manage financial resources through monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations;
3) 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;
4) Provide specialized support preparing 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;
5) Assist in monitoring compliance with financial policies, procedures, rules and regulations;
6) Consolidate data into financial statements and assist in monitoring expenditures to ensure they remain within authorized levels;
7) Provide regular and ad hoc financial information to support informed financial decision making;
8) Assist monitoring that bank reconciliations for IOM accounts are regularly performed and reviewed by designated stakeholders;
9) Manage and prepare the payroll by executing validity checks on monthly payroll results;
10) Ensure that disbursements are made based on proper authorizations and supported by legitimate and sufficient documentation;
11) Provide assistance responding to audit queries and follow up on audit recommendations;
12) Review the status and monitor the proper maintenance of Vendor Accounts in accounting system;
13) Verify vendor claims for accuracy and conformance with IOM finance policies and instructions;
14) Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required; and,
15) Perform other related duties as required.
### IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

#### EDUCATION

- Bachelor’s Degree in Accounting or related discipline; or an equivalent combination of education, training & experience

#### EXPERIENCE

- Demonstrated ability to maintain accuracy & confidentiality in performing responsibilities;
- Effectively applies knowledge of multiple financial disciplines to monitor and manage the work of staff.
- Develops / follows internal control procedures to prevent fraud and mismanagement.
- Ensures application of institutional financial policies and guidelines.
- Advocates incorporation of financial considerations into processes and procedures.

### V. LANGUAGES

<table>
<thead>
<tr>
<th>Required</th>
<th>Advantageous</th>
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<tbody>
<tr>
<td>Fluency in both oral and written English</td>
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</table>

### VI. 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 & 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.
Notes

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply:

Interested candidates with required qualifications and skills should directly send their CV and Cover Letter in English to accravacancies@iom.int not later than 4.30 pm (Accra time) on 15 July 2019.

- Please mention the Position Title on the subject line.
- Your Cover letter should clearly state the reason why you are interested in applying to the position and how your qualifications are consistent with the Terms of Reference.
- Please do not attach any supporting document
- Only complete applications will be considered
- Only short listed candidates will be contacted
- Written examination may be required