



VN-MY10-2024-008
Open to Internal and External Candidates

Position Title : **National Finance Officer**
Duty Station : **Kuala Lumpur, Malaysia**
Classification : **NO-A**
Type of Appointment : **UNOPS ICA**
Estimated Start Date : **As soon as possible**

Closing Date : **03 April 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, internal candidates are considered as first-tier candidate.

Context:

Under the direct supervision of the Head of Recourse Management in Kuala Lumpur and overall supervision of the Chief of Mission of IOM Malaysia country office, the incumbent will be responsible for providing finance support services to the mission's activities in Kuala Lumpur and its sub-offices in the areas of accounting, internal review of accounts, financial analysis, and budget monitoring. In particular, he/she will;

Core Functions / Responsibilities:

1. In coordination with Head of Resource Management, monitoring and overseeing the financial management including the oversight of financial expenditures and accountability, as well as undertaking financial analysis and interpret reports of all activities for IOM Malaysia.
2. Monitor budget control process and analyze variances between budget and actual expenditures and outstanding commitments.
3. Ensure that all financial activities are implemented in accordance with financial, procurement and accounting procedures. Adhere to the internal controls in place to safeguard assets, control petty cash and prevent fraud and make recommendations on procedural improvements to strengthen internal control. Facilitate and support capacity building and knowledge sharing in finance/accounting and budget field.

4. Monitor the progress of month end closure and oversee the resolution of material issues concerning the accounts and projects. Timely submission of monthly accounting statements packages.
5. Ensure the accounting data entries in the PRISM, in accordance with IOM financial rules and practices, maintain accurate records of PRISM entries including hard copies of all vouchers and supporting documentations.
6. Reconcile and review payable/receivable vendor's account and ensure clearing procedure have been made on timely manner according to contract or PO. Follow up with outstanding advances, coordinate with other mission for their clearance part for local vendors.
7. Draft financial reports for donors in accordance with the rules and procedures established by IOM in coordination with the HoRM and the various sections of the Regional Coordination.
8. Prepare Monthly Budget Monitoring Report for projects and guiding/assisting finance colleagues. Assist the budgeting report for the project manager as requested and donor financial report.
9. Participate in the preparation of the annual budget for the Mission, monitoring budgetary control and reporting irregularities between budget and actual expenditure. Assist in the preparation of budgets for new programs.
10. Ensure timely preparation of monthly mission funding request with effective estimation of mission expenditure.
11. Prepare the cash flow, considering the Mission's activities and to ensure the daily control of disbursements; to ensure the receipt of funds according to the rules of the various donors.
12. Responsible for verifying expenditures against budgets and providing assurance that salaries are allocated to budgets consistently according to IOM's projectization criteria and assist HoRM in preparing the projectization for monthly staff & office costs.
13. Provide support to HoRM in facilitating the financial audit of the programmes/projects in accordance with the donor agreements.
14. Perform other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's Degree in Accounting or Business Administration or related field from an accredited academic institution with two years of relevant professional experience.

Experience

- Experience in IOM administrative and financial management, budget monitoring, cash management and internal control procedures.

- Knowledge of spreadsheet, IOM accounting systems, software such as SAP, Quick book
- Personal commitment, efficiency, flexibility, drive for results, respect for diversity and creative thinking.
- Ability to lead, coach and work effectively and harmoniously in a team with colleagues from varied cultures and professional backgrounds.

Skills

- Knowledge of financial rules and regulations.
- Knowledge of International Public Sector Accounting Standards (IPSAS)

Languages

- Fluency in English and Bahasa Malaysia is required.

Required Competencies

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

VALUES - All IOM staff members must abide by and demonstrate these five values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions 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 leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

Other


Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

How to apply:

Interested candidate are invited to submit their application via email to vnionkualalumpur@iom.int indicating the reference code above **(VN-MY10-2024-008)** as subject. The deadline for applications is **03 April 2024**.

Applications should include:

- a) a cover letter, indicating the dates of availability;
- b) a curriculum vitae;
- c) duly completed IOM Personal History Form (may be downloaded from  [PHF \(1\).xlsx](#))

Only shortlisted candidates will be contacted.
Posting period: 21 March 2024 to 03 April 2024)