

GENERIC POST DESCRIPTION

SECTION 1

Position Information

Position Title	Finance Assistant
Position Grade	G5
Duty Station	Freetown, Sierra Leone
Position Number	
Job Family	Resource Management Unit
Organizational Unit	10005639
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Freetown, Sierra Leone
Position rated on	
Reports directly to	Resource Management Officer
Number of Direct Reports	N/A

SECTION 2

Organizational Context and Scope

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization’s work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM’s operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide. Movement Operations departments in various IOM missions, coordinated under the division of Resettlement and Movement Management (RMM) in the Department of Operations and Emergencies (DOE) at IOM’s Geneva Headquarters, are responsible for all aspects of travel for migrants and refugees under IOM’s auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization’s programs.

Under the general supervision of the Head of Office, the direct supervision of Resource Management Officer, the Finance Assistant is responsible for undertaking movement activities, with the following duties and responsibilities:

SECTION 3

Responsibilities and Accountabilities

1. Assist in managing financial resources by monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations.
2. Assist in preparing annual budget submission and revisions including estimating staff cost as well as rental and utilities, office equipment and supplies, printing, and other contracts, services or running expenses, to include in the budget.
3. Extract and input data from various sources in financial or accounting systems.
4. Assist providing guidance in accounting, budget and financial related issues.
5. Assist in the preparation of the payroll by executing validity checks on monthly payroll results.
6. Reviews all types of payments starting from purchases to payment requests verifying that they are duly authorized and all the supporting documents are attached therewith.
7. Create new Vendor Accounts in PRISM;
8. Verify vendor claims for accuracy and conformance with IOM finance policies and instructions.
9. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered.
10. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required.
11. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.
12. Ensure proper and systematic completion of all posted payments and other accounting documents according to the established standards.
13. Responsible for the Petty Cash of the office; and,
14. Perform other related duties as required.

SECTION 4

Required Qualifications and Experience

EDUCATION

- Bachelor's degree in Business Administration, Accounting, Finances, or related fields with three 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.
- Ability to organize paperwork in a methodical way.
- Attention to details
- 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

Strong computer skills - Word, Excel and Internet, Time Management skills, Problem-solving skills, and Interpersonal skills.

SECTION 5

Languages

Proficient in English

REQUIRED

Fluency in English is required (oral and written).

DESIRABLE

Working knowledge of English

SECTION 6 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.

CORE COMPETENCIES - Behavioural indicators – Level 1

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.

Competencies and respective levels should be drawn from the Competency framework of the Organization.

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.

How to Apply: Interested candidates are invited to submit their applications to iom-recruitment-sl@iom.int with the subject line, " VN SL 2024 _002 – Finance Assistant with the following attachment in PDF; (i) Cover Letter , (ii) Curriculum Vitae, (iii) Education and Work Experiences, (iv) Three Reference Contacts. The deadline of submission is **Wednesday, 24th July 2024.**

IOM only accepts duly completed applications submitted to the email address. Only shortlisted candidates will be contacted by IOM.

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. IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. Internal and external candidates are eligible to apply for this vacancy. For this vacancy, internal candidates are considered as first-tier candidates. 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, accreditation, any residency or visa requirements, and security clearances.

SECTION 7

Signatures

1 st Level Supervisor	Date
	Click here to enter a date.
2 nd Level Supervisor	Date
	Click here to enter a date.