



GENERIC POST DESCRIPTION

SECTION 1

Position Information

Position Title	Senior Finance Assistant
Position Grade	G6
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 Senior Finance Assistant is responsible for undertaking movements activities, with the following duties and responsibilities:

SECTION 3

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 Head of 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.

Consolidate data into financial statements and assist in monitoring expenditures to ensure they remain within authorized levels.
6. Provide regular and ad hoc financial information to support informed financial decision making.
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.

SECTION 4

Required Qualifications and Experience

EDUCATION

- Bachelor's degree in Business Administration, Accounting, Finances, or related field with four 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

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

SECTION 5

Languages

REQUIRED

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

Fluency in English is required (oral and written).

DESIRABLE

Working knowledge of English, Familiarity with accounting software

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.

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 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 _003 – Senior 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
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	Click here to enter a date.
2 nd Level Supervisor	Date
	Click here to enter a date.