



UNITED NATIONS RELIEF AND WORKS AGENCY
FOR PALESTINE REFUGEES IN THE NEAR EAST
UNRWA



Vacancy Announcement

Head, Field Finance Office, P-4 West Bank

Deadline for Applications	20 February 2019 (6 February 2019 for internal applicants)
Duration	2 years, with the possibility of further extension
Vacancy Announcement Number	19-FO-WB-04

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified women.

UNRWA welcomes applications from qualified candidates with disabilities.

UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for highly committed professionals wishing to make a change.

The West Bank is home to 800,000 registered refugees, around a quarter of whom live in 19 camps. Protection concerns, restricted economic opportunities and increased poverty have increased the need for, and reliance upon, humanitarian assistance. Against this backdrop, UNRWA's 4000 staff in the West Bank, the vast majority refugees themselves, deliver education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance to support the refugee community until there is a just and durable solution to their plight.

Do you want to make a lasting difference?

If you are passionate about making a difference in all aspects of one of the most vulnerable communities in the world, UNRWA would like to hear from you.

The main responsibilities include:

UNRWA's financial accounts, policies and procedures are IPSAS (International Public Sector Accounting Standards) compliant.

- Managing the West Bank Field Finance team to ensure, inter alia, that the Finance function provides accurate, relevant and timely financial information and advice to a

- multiplicity of internal and external stakeholders;
- Being responsible for the interpretation of the financial information and for providing advice on a broad range of management issues to the West Bank Field Director, Programme Chiefs, and other managers within the West Bank Field. Advising on the management of the financial envelope and, in close co-ordination with Human Resources, advising on staffing costs for the Field including reallocation of financial resources based on Field/Agency priorities, forecast costs and expenditures;
- In full compliance with IPSAS, coordinating the preparation of the Field medium term forecasts and operating budget; reviewing budget submissions, monitor expenditures against budget allotments and reporting on variances. Ensuring that Field Budget activities are carried out in an accurate, defensible and timely manner;
- Ensuring due diligence in all aspects of the disbursements, receipts and management of the Field's financial resources including responsibility of internal control procedures, cash flow management and treasury functions in the West Bank Field;
- Supervising the preparation of the monthly financial report to internal management, the Quarterly Budget Review for all Programmes and Departments to enable management to conduct resource allocation, the fully accrued monthly accounts, the financial records and statements and reports including monthly figures covering also the staff cost in coordination with the Departments; ensuring that yearly and biennium Field accounts closing activities are carried out in a precise and timely manner; coordinating Field replies to internal and external audit queries;
- Ensuring that the provisions of the IPSAS compliant Financial Regulations, the Finance Manual and Finance and Budget Technical Instructions issued by Headquarters are complied with throughout the Field and are supplemented locally to the extent necessary;
- Being responsible for development and maintenance of Field's financial systems and procedures in order to maintain a balance between operational expedience and financial control, and taking a lead in identifying local systems and processes that could be streamlined for greater efficiency;
- Serving on Field Committees involving financial matters including the Local Committee on Procurement and Tender Opening Committee;
- Training and instructing the staff on financial matters in the Field.

Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at **\$72,637** net tax free with post adjustment of **49.2%** (subject to change without notice). All UNRWA duty stations (with the exception of Gaza and Syria) are family duty stations. Other benefits, subject to eligibility, include:

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| ✓ Dependency allowances | ✓ Pension fund entitlements under the UN Joint Staff Pension Fund |
| ✓ Rental subsidy | ✓ International health insurance; optional life insurance |
| ✓ Education grant for children | ✓ Disability protection |
| ✓ Home leave travel | |
| ✓ 6 weeks (30 working days) annual leave | |

Additional information

The incumbent will be required to reside in the field of assignment and to travel occasionally in the Agency's area of operations in the Middle East.

To qualify for this position, you will need:

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| Education | An advanced university degree (Master's or equivalent) from an accredited educational institution in finance, accountancy, business administration or related field; OR a first-level university degree from an accredited educational institution and a professional accountancy qualification; a Membership in a professional body of accountants (e.g., Institute of Chartered Accountants, Institute of Certified Public Accountants Institute of Chartered Public Accountants); |
| Work experience | Eight years of progressively responsible experience in the application of the knowledge acquired in finance, accountancy, business administration or related field, including at least five years at the supervisory level, in a large commercial, industrial or government Agency, involving work in |

finance, accounting, budget, audit and related functions with solid grasp of accrual accounting, as well as two years of relevant international experience outside one's home country;

Language(s) Excellent command of written and spoken English.

Desirable qualifications:

- Working experience with a UN organization;
- Knowledge of ERP system;
- Working knowledge of written and spoken Arabic.

You will also need to demonstrate the following competencies:

***UN Core Values** of Professionalism, Integrity and Respect for Diversity and Core Competencies of Communication, Working with People and Drive for Results apply by default. Default managerial competencies may apply.*

- Proven conceptual, analytical, and evaluative skills;
- Ability to conduct independent research and analysis, identify issues, formulate and analyze options and make sound recommendations;
- A complete, in-depth grasp of financial principles and practices with sound knowledge of budget development and financial administration of resources;
- Strong managerial/supervisory skills;
- Negotiation skills, good judgment and decision making skills;
- Demonstrated innovative technical leadership through performing and/or overseeing the analysis of complex financial policies and programme issues;
- Ability to establish priorities, plan, coordinate and monitor the work of others;
- Proficiency in standard Agency computer applications;
- Knowledge of computerized accounting and budgeting systems;
- Strong interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment, with sensitivity and respect for diversity.

For guidance on how to prepare for competency-based interviews:

<https://careers.un.org/lbw/home.aspx?viewtype=AYI>

Who we are

For almost 70 years, the United Nations Relief and Works Agency for Palestine (UNRWA) has been working on the ground in five fields of operations in Jordan, Lebanon, Syria, West Bank and the Gaza Strip providing direct assistance and protection for some 5 million Palestine refugees in the Middle East. UNRWA is mandated by the UN General Assembly to provide this assistance and its mission is to help Palestine refugees achieve their full potential in human development until there is a just and lasting solution for their plight. UNRWA restores safety, dignity and hope to millions who have been uprooted by conflict with services encompassing education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance.

For more details on UNRWA, please visit: <https://www.unrwa.org/>

How to apply

To start the application process, applicants are required to register at <http://jobs.unrwa.org> by creating a personal profile and completing UNRWA Personal History Form. Only applications received through <http://jobs.unrwa.org> will be considered. Due to the large number of applications received for UNRWA vacancies, only applicants short-listed for interview will be contacted. **The United Nations does not charge fees at any stage of the recruitment process. The United Nations does not concern itself with information related to bank accounts.**

General information

UNRWA staff are expected to uphold the highest standards of integrity, neutrality and impartiality at all times. This includes respect for and commitment to human rights, diversity, and non-violent means of dealing with all kinds of conflict. Only persons who fully and

unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking work environment.

The Agency reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

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