Internal Vacancy Announcement

Senior Finance Assistant (Treasury), Grade 12, HQ Amman

Deadline for Applications 28 November 2018
Duration Fixed-term appointment of 3 years, with the possibility of further extension.
Department Finance
Vacancy Announcement Number 18-AR-AM-36

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.

UNRWA’s strategic objectives

The mission of UNRWA is to help Palestine refugees achieve their full potential in human development under the difficult circumstances in which they live. In line with this mission, the Agency works towards five strategic outcomes: (a) Palestine refugee rights under international law are protected and promoted; (b) Palestine refugee health is protected and disease burden is reduced; (c) school-age children complete quality, equitable and inclusive basic education; (d) Palestine refugee capabilities are strengthened for increased livelihood opportunities; and (e) Palestine refugees are able to meet their basic human needs of food, shelter and environmental health. UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions.

Do you want to make a lasting difference?

If you are looking for a rewarding opportunity to make a tangible difference for one of the most vulnerable communities in the world, UNRWA would like to hear from you.
The main responsibilities include:

- Coordinating cash disbursement and receipt operations, including the disbursement of Headquarters funds and the funding of the Field Offices and preparing necessary transactions in REACH (SAP) system including foreign exchange transactions, cash movements, bank charges and adjustment vouchers; assisting in the online banking including obtaining signatories for the payments in coordination with HQ Gaza and Senior Staff in Finance Department;
- Preparing reports for receiving, recording and depositing all incoming funds to Headquarters banks accounts in co-ordination with the External Relations & Communications Department;
- Assisting her/his supervisor in processing and monitoring the monthly salaries of International staff in HQs (Gaza and Amman) including Pension and insurance payments;
- Downloading and verifying the monthly UN Operational Rates of Exchange and preparing a monthly circular for the Director of Finance signature containing the latest UNRWA book exchange rates for accounting, budgeting and decision making purposes; inputting the approved exchange rate to the master screen at the REACH system; preparing Post Adjustment Multipliers (PAM) and Currency Adjustment Factor (CAF) report on monthly basis for Treasurer-Payments approval;
- Validating and analysing the listing of Foreign exchange transactions and updating details on periodical basis for preparation of currency exposure report; including the listing of hedging transactions and updating the details for necessary review;
- Preparing and recording bank keys for Vendors in REACH (SAP) bank Directory and coordinating response to other department’s queries;
- Following up pending payments with banks and providing additional information to ensure payments are done within the stipulated deadlines including managing value dates, SWIFT information, IBAN information and other details; providing assistance for Headquarters Amman cash related operations as and when needed, specifically, arranging cash payments to international staff Agency wide; maintaining a reliable filing system and ensuring sufficient documentation is maintained for easy access including documents for Foreign exchange contracts, Journal Vouchers, Payroll Files and other documents.

Conditions of service

Monthly basic salary **JD 710.00.** Other benefits include monthly Provident Fund contribution (15% of basic salary paid by the Agency), compulsory medical insurance, 30 days of annual leave, and dependency allowance (if applicable). The 3 year appointment includes 1 year probation period which is subject to the availability of funds, satisfactory performance and continuing need of the post.

To qualify for this position, you will need:

**Education**

A university degree from an accredited educational institution in Accounting, Finance, or other related field including course work in accountancy

**Work experience**

At least two years’ experience in finance department of a governmental, international or large commercial organization with an emphasis on cash management and disbursements, including one years' experience in currency conversion and multicurrency disbursements and receipts; Ability to use computers and work on various spreadsheet applications such as Excel and Access

**Language(s)**

Good command of spoken and written Arabic and English

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

- Relating and Networking
Who we are
For over 65 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/](https://www.unrwa.org/)

How to apply
Applicants are required to register at [http://jobs.unrwa.org](http://jobs.unrwa.org) by creating a personal profile and completing an UNRWA Personal History Form. Please note that UNRWA only accepts degrees from accredited educational institutions. Only applications received through [http://jobs.unrwa.org](http://jobs.unrwa.org) will be considered. Due to the large number of applications received, only applicants short-listed for interview will be contacted via e-mail only. Please ensure that the e-mail address indicated in your Personal History Profile is accurate.

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