Call for Expression of Interest

Post Title: Finance Specialist  
Reference: UNWTO/HHRR/CFE/15/BDFN/2020  
Area/Type: V / 4A  
Department: Budget and Finance  
Status: Service Contract  
Duty Station: Madrid, Spain  
Start Date: As soon as possible  
Duration: 12 months  
Deadline for Applications: 11 September 2020

DUTIES AND RESPONSIBILITIES

The World Tourism Organization (UNWTO) is the United Nations agency responsible for the promotion of responsible, sustainable and universally accessible tourism.

UNWTO is currently looking for a Finance Specialist for its Budget and Finance Department. The Budget and Finance Department, in accordance with the UNWTO Financial Rules and Regulations, is responsible for preparing and monitoring the UNWTO budget; producing the Financial Statements of the Organization compliant with IPSAS; drafting UNWTO financial rules, regulations, policies and budgetary and financial reports for the UNWTO Governing Bodies and other stakeholders; accounting; treasury operations and investments; monitoring receivables and payables; payroll; and, liaise with the External Auditors and other stakeholders such as financial institutions. The department also provides advice on financial aspects of agreements and other legal commitments, and functional requirements for the data model and reference data of the financial management information system of the Organization.

Under the supervision of the Chief, Budget and Finance, the incumbent performs the following duties:

1. Reviews the correctness and carries out corrective actions of registered transactions mainly on purchase management documents within the financial information management system of the Organization;
2. Provides information on the status of transactions, guidance and replies to queries, acts as helpdesk and main focal point for colleagues from outside the department on the organization financial management system as well as on financial procedures, and follows up on communications until their final resolution;
3. Follows-up on financial verifications, mainly on purchase management documents until its final resolution;
4. Prepares payroll settlements for assigned in-house based personnel;
5. Prepares financial reconciliations and reports, as scheduled, and special reports, as required;
6. Prepares general financial and administrative documents and deal with internal communications;
7. Provides general administrative support, filing and archiving, screens telephone calls and visitors, refers enquiries to appropriate colleagues etc. to ensure the smooth and effective functioning of the department;
8. Supports accountants when extra workloads so require (year end, replacement of colleagues, long period of absence, etc.);
9. Supports cashier when extra workload so require (e.g. payment to supplier, payroll, VAT recovery, invoice / official receipt, etc.);
10. Performs other duties as required.
### REQUIREMENTS

**Academic**
University degree in economics, finance, accounting, public or business administration or in a field related to the activities of the department; a university degree in another discipline may be accepted in lieu if it is pertinent to the requirements of the post and in combination with relevant professional experience;

**Experience**
- Minimum of four years of professional experience in a field related to the activities of the department;
- Additional years of professional experience is considered an asset.

**Languages**
- Fluency in English is essential;
- Fluency in Spanish is a strong asset;
- Good working knowledge of another of the official languages of the Organization (Arabic, French, or Russian) is an asset.

**Computer Skills**
- Computer literacy in Microsoft Office software and Windows 7;
- Experience with Enterprise Resource Planning (ERP) systems is an asset.

**Other Skills and Competencies**
- Analytical, creative and organizational skills;
- Strong oral and written communications skills in the languages required, as indicated above;
- Demonstrated ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
- Demonstrated ability to work independently within assigned areas, showing initiative and judgment;
- Sense of responsibility and commitment;
- Demonstrated ability to work under pressure and on tight deadlines;
- Knowledge of structures and procedures of international organizations and of national administrations is desirable.

### Remuneration and Other Conditions

The monthly remuneration of the selected candidate would be in the range of **EUR 2,000 – EUR 2,300**, depending on previous professional experience, skills and competencies. The Service Contract holder will be affiliated to the UNWTO health insurance plan (co-shared scheme in conformity with the Organization’s procedures). The Organization will contribute 13% of the aforementioned monthly remuneration to the individual’s pension scheme.

**Application Procedure**
Interested applicants are requested to complete the [Online UNWTO Personal History Form](#). Please note that UNWTO will only accept applications received through our web-based system. Applications sent by other means (e.g. post, email, etc.) or received after the deadline indicated above, will not be taken into consideration.

- As per UNWTO’s policy on contractual mechanisms, the maximum length of service for Service Contracts shall be limited to three years, extendable on an exceptional basis up to a total of four years;
- Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;
- Short-listed candidates may be asked to take a competitive exam and/or interview as part of the final phase of the selection process. These candidates will be contacted directly for this purpose;
- There is no guarantee either that the initial contract will be renewed or that a career appointment within UNWTO will subsequently be offered. Any extension beyond the advertised duration is subject to the availability of funds and necessities of service.