Call for Expression of Interest

**Post Title:** Accounting Specialist  
**Duty Station:** Riyadh, Kingdom of Saudi Arabia

- **Reference:** UNWTO/HHR/CFE/16/DAFN/2021  
- **Start Date:** As soon as possible
- **Duration:** 12 months
- **Contractual Status:** Service Contract
- **Deadline for Applications:** 08 April 2021

**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 an Accounting Specialist in Administration and Finance, for its future Regional Office in the Kingdom of Saudi Arabia. The Office will support and implement activities in the region in line with UNWTO’s Programme of Work. It will be responsible for the coordination, follow-up and reporting of the activities undertaken in the Middle East through continuous relations with each and every Middle East Member States, as well as with the Affiliate Members in the region, ensuring a fair, yet strategic, geographically balanced repartition of UNWTO activities.

Under the overall supervision of the Director, Administration and Finance, the incumbent performs the following duties:

1. Carries out book entries and updates records of UNWTO financial accounting and budgetary transactions, project budgets and project agreements; scrutinizes source documents for completeness, accuracy and validity of charges; verifies erroneous charges and takes appropriate corrective accounting actions;

2. Analyses complex accounting transactions and makes recommendations to the supervisor prepares worksheets and assists with the preparation of financial statements; audits accounting transactions (e.g. quarterly and year-end accounting closings, reconciliation of publications invoices, transactions, agreements, invoices, donations, expenses and revenues, provisions, allowances, etc.) and reconciles accounts to ensure appropriate balances; investigates erroneous/invalid entries and takes appropriate corrective accounting

3. Analyses accounting data and data related to the preparation of financial and administrative transactions such as replenishment requests; carries out stocktaking of assets and inventories of UNWTO as required; reviews completeness of reports;

4. Approves payment vouchers for claims and ensures compliance with relevant rules and control procedures;

5. Assists in processing payrolls as well as in preparing other administrative treasury transactions;

6. Provides guidance and training to colleagues in the area of expertise, as required;

7. Drafts/prepares memoranda and/or other office correspondence; responds to queries from personnel and third parties, as required;

8. Performs other duties as required.
REQUIREMENTS

Academic
▪ University degree in economics, finance, accounting, public or business administration or equivalent; or professional accounting qualification (CPA, CA, ACCA or equivalent);
▪ An advanced university degree (Master’s degree or equivalent) in economics, finance, accounting, public or business administration or equivalent would be an asset.

Experience
▪ Minimum of four years of progressively responsible professional experience in accounting, finance, economics, public or business administration.

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

Computer Skills
▪ Computer literacy in Microsoft Office software and Windows 10;
▪ 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/or of national administrations is desirable.

Remuneration and Other Conditions
The monthly remuneration of the selected candidate would be in the base range of SAR 17,000 – SAR 20,000, 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.