Vacancy Notice

Post Title: Senior Assistant
Grade of the Post: G.7
Duty Station: Madrid, Spain
Date of Entry into Duty: As soon as possible
Vacancy Reference: UNWTO/HHRR/VAC/43/BDFN/2021
Duration of Appointment: Two years
Department: Budget and Finance
Deadline for Applications: 19 November 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.

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. Analyses and processes accounting transactions, including complex ones, and claims for invoices, entitlements, etc., scrutinizes supporting documents for completeness, accuracy and validity and consolidates the various accounts on a periodic basis;

2. Processes and registers financial documents in line with the financial rules and regulations; reviews and analyses various accounting data, financial statements and prepares reports;

3. Prepares, reviews and reconciles various clearing accounts to ensure appropriate balances, investigates erroneous/invalid entries and takes appropriate corrective accounting action; prepares payment and journal vouchers for various claims/payments, e.g. payroll, cost-of-living adjustment, accounts payable, pension, health insurance, etc.; ensuring compliance with relevant rules and control procedures;

4. Calculates and prepares payments of salaries, allowances, claims and other payments, including deductions, of members of personnel at different duty stations, in line with the applicable regulations and rules; prepares payroll slips, payments and accounts for payroll and other salary-related entries, documenting all transactions;

5. Reviews, analyses and assists in the finalization of costs estimates and budget proposals, in terms of staff and affiliated personnel requirements, including programmatic aspects;

6. Continuously reviews the financial systems, proposes improvements and performs tests on system upgrades, enhancements and/or new system implementations; verifies accuracy and input of data, ensuring its consistency;
7. Responds to queries and drafts correspondence in relation to budgetary and financial matters from management, clients (internal and external), auditors and other stakeholders, ensuring timely responses to requests and queries;

8. Provides guidance and training to other personnel in the area of responsibility;

9. Performs other duties, as required.

**REQUIREMENTS**

**Academic**
- Completion of secondary education, supplemented by technical or university courses in the field of economics, finance, accounting, public or business administration, or another related field;
- A professional accounting qualification (e.g. Certified Public Accountant, Chartered Accounting, Association of Chartered Certified Accountants or equivalent) is an asset.

**Experience and Basic Competencies**
- Six years of progressively responsible professional experience in finance, budget, accounting, administrative services or a related area is required;
- Additional years of relevant professional experience are considered an asset.

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

**Computer Skills**
- Computer literacy in Microsoft Office software and Windows 10;
- Previous experience in tracking and updated data in an Enterprise Resource Planning (ERP) or similar financial information systems is an asset.

**Other Skills and Competencies**
- Knowledge of, and ability to apply financial rules, regulations and procedures in an international environment;
- Knowledge, skills and ability to extract, interpret, analyse and format data across the full range of budget and finance functions, including programme development and database management, claims and other related operations;
- Ability to identify and resolve data discrepancies and operational problems;
- Accuracy and attention to detail;
- Good communication skills, with the ability to present information clearly and logically both in writing and verbally;
- Ability to work harmoniously in a multicultural environment;
- Experience in applying contemporary financial accounting and reporting standards, including IPSAS and IFRS is desirable;
- Knowledge of United Nations Financial Rules and Regulations is an asset;
- Previous experience in the United Nations or another international organization is an asset.

**Remuneration**
The initial base salary of EUR 48,768 per annum.

**Other conditions**
The initial grade and step on appointment will be determined by the Secretary-General on the basis of qualifications and in the light of previous similar appointments and could be at a grade different from that shown above. Appointments are normally at step 1 of the grade. The Secretary-General reserves the right to appoint a candidate at a lower level than the advertised level of the post.
If, following consideration of applications, the Secretary-General proceeds to fill this vacancy, a fixed-term appointment for a period of two years – subject to a four-month probationary period – will be offered. There is, however, no guarantee either that the initial contract will be renewed or that a career appointment within UNWTO will subsequently be offered.

The type of recruitment is local.

**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.

- Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;
- In filling vacancies, due regard will be paid towards maintaining a staff selected on a wide and equitable geographical basis. Candidates of all nationalities are welcome to apply; under similar circumstances, preference will be given to nationals of UNWTO Member States. Women candidates and nationals from non-represented Member States in the UNWTO Secretariat are encouraged to apply;
- Short-listed candidates may be asked to take a competitive exam as part of the final phase of the selection process. These candidates will be contacted directly for this purpose.