



SHORT VACANCY NOTICE

Open to External and Internal Candidates

Position	: Finance Assistant G5
Organizational Unit	: RMU
Duty Station	: Maiduguri
IOM Classification	: G5
Type of Appointment	: Special Short-Term (SST) 6 months with the possibility of extension
SVN No.	: SVN2023.61
Estimated Start Date	: As soon as possible
Closing Date	: 22 May 2023.

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity. Applications are welcome from first- and second-tier candidates, particularly qualified female candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

Context:

Under the overall supervision of the Senior Resources Management Officer based in Abuja and the direct supervision of the Resource Management Officer at the sub-office in Maiduguri, the successful candidate will be responsible for assisting in managing the budgetary, financial, and administrative functions of the sub-office.

Core Functions / Responsibilities:

1. Budget, Project Monitoring & Reporting

- Assist in the preparation of annual budgets and revisions including estimating the cost of staff and overheads to be included in the budget.
- Assist in the preparation of new budgets with regard to project development, management, and reporting to Project Managers and the Chief of Mission.
- Assist in managing financial resources through monitoring and controlling of the resources in accordance with IOM rules and regulations.
- Assist in the preparation of monthly, quarterly, and annual financial reports, including donor reports by providing the needed financial inputs while adhering to IOM policies and donor requirements.

2. Treasury

- Support with the timely review of the cash position of sub-office bank accounts to ensure sufficient funds on hand for disbursements.
- Enter payments, receipts, and non-cash vouchers in the SAP accounting system.
- Ensure that all supporting documentation and signatures are obtained before finalizing payment requests and vouchers.

- Assist the Resource Management Officer to maintain appropriate internal controls to safeguard assets, control cash and prevent fraud.
- Support with the maintenance of an effective banking system at the sub-office.
- Prepare the Bank Reconciliation Statements of all bank accounts at the sub-office.
- Provide relevant inputs in the preparation of funding requests for the sub-office and ensure that sufficient funds are available locally.

3. Grant Management

- Participate in the pre-grant financial assessments of potential partners by reviewing partner financial information for any indications of poor financial management.
- Assist in reviewing proposals from potential partners, making recommendations on the reasonableness of the proposed budget as well as undertake Implementing Partner Due Diligence Assessments.
- Monitor the administrative and financial compliance of all grants. Train the admin and finance staff of partners on IOM's rules and regulations as well as donor requirements.
- Review disbursement requests to verify that all reporting and compliance requirements and/or pending queries have been resolved before funds are disbursed.
- Assist in reviewing and analyzing all financial reports submitted by partners; verify compliance with the requirements as per grants agreement.
- Discuss with partners any financial management weaknesses and, where appropriate; participate in the development, implementation, and monitoring of action plans to mitigate them.

4. Financial Management

- Assist in the month-end and year-end close processes by preparing bank reconciliation statements; review and follow-up on accounts payables and receivables; and reviewing and following up on staff vendor account balances.
- Undertake finance compliance and document matching of all transactions initiated on the OIPA online platform as well as reviewing Request for Payments in accordance with the regulations of IOM.
- Assist the Resources Management Officer in reviewing Travel Expense Claims (TEC) of staff to ensure that the computations have been done in accordance with IOM rules and regulations.

5. General

- Recommend improvements to internal controls to improve operational efficiencies.
- Maintains appropriate financial filing system.
- Maintain files of all financial instructions/guidelines issued as reference for completion of work assignments.
- Provide guidance and training to new/junior staff.

6. Perform any other responsibilities that may be assigned by the supervisor.

Required Qualifications and Experience

- Minimum Five Years (three Years for Degree Holders) in a related field; preferably within the United Nations Common System or an International Organization.
- Experience in the usage of SAP highly desirable;
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis is required.

Education

- University Degree / Certificate from an accredited academic institution in Accounting, Finance or Business Administration or related field; or an equivalent combination of education, training & experience;
- Professional certification as a chartered accountant or certified public accountant will be an added advantage.

Skills

- In-depth knowledge of the broad range of migration-related subject areas dealt with by the Organization;
- Knowledge of UN and bilateral donor programming;
- knowledge of IOM policies and procedures is a distinct advantage;
- Knowledge of International Public Sector Accounting Standards (IPSAS).

Languages

Fluency in English and working knowledge of the local languages.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

Core Competencies – behavioral indicators level 1

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results produces and delivers quality results in a service-oriented and timely manner; is action-oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge continuously seeks to learn, share knowledge, and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

Other

Only candidates residing in the country of the duty station and within commuting distance of the duty station will be considered.

An appointment will be subject to certification that the candidate is medically fit for appointment, confirmation of all documents, and security clearances.

The appointment is subject to funding confirmation.

Women with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating the position applied on the subject line by **Monday, 22 May 2023**, and follow this link: <https://forms.office.com/e/FDZbPzb8Vz>

For the applications to be considered valid, IOM only accepts applications with a cover letter of not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)**, and with a subject line **SVN2023.61 Maiduguri Finance Assistant G5**

All applications should include a functional email address, mobile numbers, and detailed curriculum vitae (CV).

Please note that this position is open only to Nigerian National applicants and only shortlisted candidates will be contacted.

Posting period:

From 09.05.2023 to 22.05.2023

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts

