



**UNITED NATIONS
UNIVERSITY**

VACANCY ANNOUNCEMENT

Chief Accountant, National Officer A/B (NO-A/B)

Organizational Unit: UNITED NATIONS UNIVERSITY Vice Rectorate in Europe (UNU-ViE), Bonn, Germany

Reference Number: UNU-ViE/ADMIN/2009/09

Applications to: Mrs. Carlota Schneider, Recruitment Officer
(HRAdmin@vie.unu.edu)

Closing Date: 15 November 2009

Starting Date: 1 January 2010 (negotiable)

UNU Mission:

The UNU is an international community of scholars, engaged in research, postgraduate training and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of the UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. Key goals are to serve as an international community of scholars; a bridge between the United Nations and the international academic community; and as a think-tank for the United Nations system; to contribute to capacity building, particularly in developing countries; and to serve as a platform for new and creative ideas.

Vice Rectorate in Europe:

The Vice Rectorate concentrates on relationships between advancing science and technology for human security. It is engaged in scientific exchange programmes with a strong focus on Africa, plays an important role in science dialogues for research towards sustainable solutions and engaged in the dissemination and use of innovative technologies for academic activities. Besides its scientific core mandate it incorporates also the central units for administration, finance, procurement personnel matters and communication services for all UNU entities in Bonn. The core institutional mandate of the Vice Rectorate is to develop and maintain fruitful relations with the UN system, as well as other international or regional organisations, governments, businesses, foundations, organisations and institutions in the world of higher education and research. Furthermore UNU-ViE is engaged in fostering dialogue and enhanced understanding among scientists, policy-makers, resource users, civil society and private sector representatives of the inter-linkages, trade-offs and potential for cooperation at the cross-section of natural resource use and management, and human security and development in the context of global climate change and globalization. The Vice Rectorate consists of two sections: the Institutional Development and Planning Section and the Strategic Partnerships, Capacity Development and Science Policy Dialogue Section.

Responsibilities:

Under the authority of the Vice Rector in Europe, and the supervision of the Administration and Finance Officer, the successful candidate shall be entrusted with the following tasks:

- Financial reporting in accordance with the terms and conditions of donor contracts to national and international donors in the public sector, notably German ministries and agencies, the European Union, donors in the private sector and to the UNU Centre;
- Preparation and maintenance of statements of accounts relating to the projects conducted by UNU entities in Bonn to allow the officers responsible for the respective budgets to easily monitor work in progress and availability of funds;
- Practical application of the German Public Administration Travel Expense Regulations (Bundesreisekostengesetz) within the framework of the respective project;
- Journal entry preparation and review of journals prepared by staff accountants;
- Bank and other balance sheet accounting reconciliation and review of reconciliations prepared by staff accountants;
- Liaise with auditors, donor agencies/ministries, financial services of partner institutes and vendors, as well as with the UNU central administration and other UNU sister institutes;
- Participates actively in the full spectrum of accounting services including accounts payable, accounts receivable, application of cash receipts, accounts reconciliation, billing, monthly closing of accounts, bank reconciliation, preparation of management reports, consolidation, forecasting, year-end closing of accounts;
- Manages the cash position of the UNU-EHS bank account and imprest account which includes cash-flow forecasting and the determination of funding requirements in relation to budget execution;
- Ensures conformity with the UN Financial Regulations and Rules;
- Oversees the budgetary and financial reporting of UNU-EHS;
- Maintains records for project documents, contracts, programme-wide budget allocation, and programme-wide and project-specific expenditures;
- Develops and manages an effective property and inventory control system to create, maintain, and update property records of UNU-EHS;
- Focal point for travel, registry and records management functions;
- Liaises with internal and external auditors on their review of internal controls, financial and procurement/inventory practices;
- Demonstrates proficiency in the use of ICT systems and contributes to the adoption of new technology;
- Serves as UNU in Bonn petty cash custodian;
- Other accounting related tasks as appropriate.

Qualifications and Competencies:

- Advanced university degree (Master's degree or equivalent) in Business Administration/Public Administration, Finance, Accounting or related field;
- Professional Certification (CPA, Chartered Accountant) is desirable;
- Excellent command of English (oral and written), very good working knowledge of German;
- Other UN working languages will be considered an asset;
- ICT literacy with advanced knowledge of spreadsheets and accounting databases (experience with PeopleSoft/Oracle would be an advantage);

- Strong analytical and technical skills in finance and accounting;
- Ability to conduct independent research and analysis, identify and address key issues, and recommend suitable solutions;
- Result-oriented, self-motivated and 'hands-on' with the ability to prioritize work while dealing with multiple priorities simultaneously and to be consistent with agreed strategies;
- Flexibility and capacity to work under stress and meet deadlines;
- Strong planning and organizing skills, including time management, attention to detail, accuracy, and efficiency;
- Excellent communication skills and strong client orientation;
- Ability to speak clearly and effectively to colleagues as well as clients and to listen to others while discussing complex issues;
- Strong interpersonal skills and ability to establish and maintain effective and healthy working relationships with people of multi-cultural backgrounds with sensitivity and respect for diversity;
- Ability to establish and maintain productive relationships with colleagues as well as identify needs and match them to appropriate solutions;
- Demonstrated integrity with firm understanding of and commitment to confidentiality.

Experience:

- At least five years of progressively responsible professional experience as a chartered accountant/CPA or in financial management, preferably in an international environment;
- Experience with Big 4 audit/accounting firms or leading banking or higher education/research institutions would be advantageous;
- Experience in submitting financial reports to the European Union and similar international entities;
- Experience in working with the German Public Administration Travel Expense Regulations (Bundesreisekostengesetz) and other German public sector accounting practices would be advantageous.

For complete information about the organization, please visit the following websites:
www.vie.unu.edu, www.ehs.unu.edu, www.unwater.unu.edu, www.ihdp.unu.edu,
www.unu.edu.

Remuneration and conditions:

The successful candidate will be based at UNU-ViE in Bonn on a full-time basis (40 hours), under the NO-A/B job level category, for an initial period of two years.

Interested applicants should submit a letter of motivation, their Curriculum Vitae and a UN Personal History Form (P.11) accessible on the UN University website (www.unu.edu/employment), as well as the names and addresses of three referees, indicating reference number UNU-ViE/ADMIN/2009/09.

Suitably qualified women candidates are particularly encouraged to apply. Only short-listed candidates will be contacted; unsuccessful applications can neither be acknowledged nor returned.