



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Finance Assistant** according to the Terms of Reference below. Interested applicants are invited to apply by **08 October 2022** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference Code:	SVN-22/2022/S - BD1	Position Title:	Finance Assistant (Multiple Positions)
Duty Station:	Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification:	G-4(UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 6 Months)
Division/Unit:	Resources Management Unit (RMU)		

General Functions:

Under the overall supervision of the Finance Officer and direct supervision of the Senior Finance Assistant, the successful candidate will be responsible and accountable for supporting financial activities in Cox's Bazar Sub-Office.

The incumbent will be requested to perform the following tasks:

- Extract and input data from various sources in financial or accounting systems.
- Respond to accounting, budget or financial queries regarding data from staff in the unit and elsewhere.
- Assist in the preparation of the payroll by executing validity checks on monthly payroll results.
- Review all types of payments starting from purchase to payment requests verifying that they are duly authorized, and all the supporting documents are attached therewith.
- Create new Vendor Accounts in PRISM.
- Verify vendor requests for accuracy and conformance with IOM finance policies and instructions.
- Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered.
- Prepare necessary receipt and journal vouchers.
- Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required.
- Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.;
- Ensure proper and systematic filling of all posted payments and other accounting documents according to the established standards.
- Responsible for the Petty Cash of the office; and,
- Perform other related duties as required

Education, Experience and Skills:

- High School diploma with four years of relevant experience; or,
- Bachelor's degree in Business Administration, Accounting, Finances, or related fields with two years of relevant professional experience.
- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage;

**IOM is an equal opportunity employer and women are encouraged to apply.
IOM Offices and vehicles have smoke-free work environment.**

- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Method of Application:

External candidates:

Send the application to iombangladeshjobs_external@iom.int - the subject line should mention the reference code **SVN-22/2022/S - BD1: Finance Assistant**. The following documents must be attached:

(i) Application Letter/Cover Letter

(ii) Curriculum Vitae

(iii) Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:

<https://bangladesh.iom.int>

(iv) Scan copy of Photo

Internal candidates:

The PERN must be indicated in the **Personal History Form (PHF) for the reviewer to determine that it is an internal application.**

Applications are sent to iombangladeshjobs_internal@iom.int - the subject line should mention the reference code **SVN-22/2022/S - BD1: Finance Assistant**. The following documents must be attached:

(v) Application Letter/Cover Letter

(vi) Curriculum Vitae

(vii) Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:

<https://bangladesh.iom.int>

(viii) Scan copy of Photo

APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE AND INCOMPLETE APPLICATION WILL BE DISREGARDED

Any attempt for persuasion will be considered as a disqualification

Due to volume of applications received, only short-listed candidates will be called for further assessment. Note for internal candidates:

with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:

Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member's current grade, will be appointed at the interim grade, and six months later at the higher grade.