



# 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 **25.01.2022** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

## OPEN TO INTERNAL AND EXTERNAL CANDIDATES

<b>Reference Code:</b> SVN-04/2022/S - BD1	<b>Position Title:</b>	Finance Assistant
<b>Duty Station:</b> Cox's Bazar, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b> G-5/01 (UN Salary Scale)	<b>Type of Appointment:</b>	Special Short Term (Initially 06 months; with possibility of extension)
<b>Division/Unit:</b> RMU-Finance		

### General Functions:

Under the overall supervision of the Resource Management Officer and the direct supervision of the Finance Officer, the incumbent will be responsible for the implementation of finance duties. In particular, he/she will :

1. Ensure payments and receipts are based on properly approved supporting documents.
2. Record and verify financial transactions in PRISM timely and accurately.
3. Verify correctness of disbursements and adherence to IOM accounting rules and procedures.
4. Retrieve filed and or archived documents when needed for audit or other queries within the set time frames; highlight areas of concern for the attention of the Finance Officer and assist in preparation of responses to queries.
5. Process of Invoice IOM staff and third parties for non-official use of IOM resources such as vehicles to follow up for payment.
6. Prepare bank reconciliations on monthly basis and carry out month end closure processes.
7. Review and analyze travel expense claim of Cox's Bazar staff and consultants to verify validity and accuracy of claim in accordance with IOM travel rules and regulations.
8. Assist the Finance Officer with monthly projectization
9. Identify areas for improvement and highlight them to the supervisor; provide inputs for new procedures to complement or to adapt existing ones taking into consideration the specific needs of the office.
10. Provide technical guidance to all staff on financial procedures and instructions.
11. Provide guidance and training to new/junior staff in the unit.
12. Reconcile and review payables/receivables on CXB vendor account and ensure clearing procedure have been made timely according to contract details or PO. Follow up with outstanding advances, coordinate with other missions for their vendor clearance.
13. Perform other administrative and accounting functions as may be required.

### Education, Experience and Skills:

- Completed Secondary School Diploma with Certified Public Accountants (CPA) qualification - up to level 2 (Having completed sections 1 to 4) or other relevant accounting qualifications.
- At least 5 years (or 3 years for candidates holding bachelor/university degree) of prior work experience in a busy accounts office.
- Prior work experience in an international organization an added advantage.

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

- Strong interpersonal and intercultural skills. Mature individual, able to work independently, pays attention to detail and meets deadlines.
- Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities.
- Ability to work under pressure and with minimum supervision.
- Proficiency in computer skills, especially in MS Office (Excel, Outlook, Word etc.
- Prior experience in usage of SAP an added advantage.

### **Method of Application:**

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-04/2022/S - BD1; Finance Assistant](#) in the subject line to: [DhakaJobs@iom.int](mailto:DhakaJobs@iom.int); with the following documents:

(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*

**APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE WILL BE DISREGARDED**

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

**Any attempt for persuasion will be considered as a disqualification**

**ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR 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.*