



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Senior 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

Reference Code: SVN-03/2022/S - BD1	Position Title:	Senior Finance Assistant
Duty Station: Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification: G-6/01 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 06 months; with possibility of extension)
Division/Unit: RMU-Finance		

General Functions:

Under the direct supervision of the Finance Officer in Cox Bazar and overall supervision of the Resource Management Officer of IOM Cox Bazar, the incumbent will be responsible for providing finance support services to the mission's activities. In particulaire, he/she will :

1. Prepare missions vouchers and other financial documentations with effective verification of support documents and follow up on the same in case the requirements are not followed.
2. Review quality control of accounting data entered in PRISM ensuring the correct GL and WBS is in compliance with IOM standards Ensure that payments and other financial transactions are done in a timely and efficient manner.
3. Reconcile and review payable/receivable vendor's account and ensure clearing procedure have been made on specified time. Follow up with outstanding advances, coordinate with other mission for their clearance part for local vendors.
4. Reconciliation of bank and cash account, dealing with bank, checking/monitoring bank balance for daily transaction on daily basis, monitoring mission balance, maintain income fund transfer from HQ/Manila/Donor.
5. Monitor and facilitate compliance with financial policies, procedures, rules and regulations.
6. Ensure effective monitoring checking financial report of implementing partners.
7. Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to programme, ensuring compliance with IOM and Donor policies and procedures.
8. In coordination with FO manage and prepare the payroll by executing validity checks on monthly payroll results
9. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required
10. Mail correspondence with IOM HQ/Manila, other IOM mission worldwide and counter party for necessary transactions.
11. Ensure correctness of disbursements and adherence to IOM accounting rules and procedures.
12. Supervise the Finance Assistants and Treasurer in absence of Finance Officer.
13. Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to programme, ensuring compliance with IOM policies and procedures.
14. Providing procedural and technical guidance and advice to other units in the mission.
15. Perform other duties as may be assigned.

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

Education, Experience and Skills:

- Bachelor's degree, preferably in Accounting or Business Administration.
- Six years of finance and accounting experience.
- Knowledge of IOM accounting systems, PRISM-FI software and procedures a distinct advantage.
- Ability to prepare clear and concise reports and to analyze and interpret source information and data.
- High level of computer literacy is required, particularly in IOM computerized accounting systems. Good knowledge of MS office, specifically Excel.
- Good communication skills. Personal commitment, efficiency, flexibility, drive for
- Results, respect for diversity and creative thinking.
- Ability to lead, coach and work effectively and harmoniously with colleagues from varied cultures and professional backgrounds are a requirement.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-03/2022/S - BD1; Senior Finance Assistant](#) in the subject line to: 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.