

*Please note that effective 1 March 2019 we only accept applications submitted through the Workday portal. All the internally/externally advertised job openings in the UNHCR Global Service Centre are available on the following website: [Job openings](#)*

## VACANCY NOTICE

### JR#2447418 – Associate Accounting Officer - AP Invoice Processing

#### **Eligible Applicants**

This Job Opening is available to eligible UNHCR staff members and external applicants. Candidates must be legally present in Hungary at the time of application, recruitment and hire.

#### **Duties and Qualifications**

Associate Accounting Officer - AP Invoice Processing

#### Organizational Setting and Work Relationships

The Accounts Payable Unit (APU) is an integral part of the Accounts and Financial Service Section (AFS) within the Global Finance Service (GFS) of the Division of Financial and Administrative Management at UNHCR. The Unit is responsible for timely and accurate recording of payable transactions and payment processing ensuring conformity with UNHCR Financial Rules and Regulations. The incumbent frequently interacts with functional specialists in Procurement and Contract Management Services (PCMS), Supply Management and Logistics Service (SMLS) and with field offices to provide technical guidance and support on all aspects of invoice processing.

#### Role Overview

Under the general supervision of the Head of Global Accounts Payable and Accounts Payable Invoicing Lead within the Accounts Payable Unit, the Associate Finance Officer (NOB) is responsible for managing the recording and approving of accounts payable transactions at UNHCR's HQ in Budapest. This includes monitoring and analysing pending and unprocessed transactions, with a particular focus on global payables operations within a centralized operational model.

The position needs a strong expertise in managing large-volume accounts payable operations and the ability to collaborate effectively with external and internal stakeholders.

This supervisory position includes leading a dedicated team of accounts payable assistants and promoting a culture focused on excellence, innovation, and ongoing learning. The incumbent will actively contribute to the design and implementation of new technologies and processes on a global scale, including the redesign of future AP processes under a centralized model.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

#### Duties

- Oversee the accounting procedures within a specified area or areas (e.g., General Ledger, Fixed Assets, Inventory, Cost Accounting, Accounts Payable, Accounts Receivable, etc.), ensuring adherence to IPSAS standards, UNHCR and UN Financial Regulations and Rules, policies, and procedures.
- Oversee the recording of transactions and approve those.

- Ensure uniformity, accuracy, and compliance of accounting data globally related to the area(s) of responsibility.
- Lead a dedicated team of accountants, promoting a culture focused on excellence, innovation, and ongoing learning.
- Establish and enforce strict quality assurance protocols for accounting records and reports, instituting regular reviews to verify reliability and compliance of the data.
- Work closely with other team members and address specialised accounting needs within the organization's related financial and accounting processes.
- Manage the preparation and presentation of detailed reports and audits related to the assigned accounting portfolio, ensuring transparency and accountability for stakeholders.
- Provide accounting analysis and financial reports to supervisors.
- Contribute to the periodic closure of UNHCR's global accounts, the reconciliation of the general ledger to subledgers, enforce quality control, ensure timely account reconciliations and regularly review open transactions and suspense accounts within the area(s) of responsibility.
- Make proposals for the continuous improvement of accounting and financial reporting mechanisms, including the streamlining of financial systems and procedures.
- Identify training needs, provide training on accounting matters, and recommend or develop training modules, aiming at the development of financial management skills, in coordination with DFAM's Strategic Management and Field Support Section and the Global Learning and Development Centre (GLDC),
- Assist the provision and planning of activities for the rollout of new processes or systems; in close liaison with DFAM's System Administration Section (SAS) and other divisions.
- Support the identification and management of risks and seek to seize opportunities impacting objectives in the area of responsibility. Ensure decision making in risk based in the functional area of work. Raise risks, issues and concerns to a supervisor or to relevant functional colleague(s).
- Perform other related duties as required.

#### Minimum Qualifications

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree.

#### Remuneration

In case of appointment, a competitive compensation and benefits package is offered.

#### Field(s) of Education

Accounting; Finance; Public Administration; Business Administration; Economics or other relevant field

#### Certificates and/or Licenses

Accounting; Certified Public Accountant; Chartered Accountant (CA); Association of Certified Chartered Accountants (ACCA)

(Certificates and Licenses marked with an asterisk\* are essential)

#### Relevant Job Experience

##### Essential

Work experience in overseeing corporate level accounting processes and/or general ledger accounting. Good knowledge of, and experience in working with international accounting and auditing standards, with practical experience in the audit process and/or in financial statements preparation. Working experience with accrual accounting (such as IPSAS or IFRS). Experience with financial modules of a major Enterprise Resource Planning system (such as PeopleSoft, SAP or Oracle).

**Desirable**

Knowledge of UNHCR specific systems (such as Oracle Fusion Cloud ERP). Knowledge of United Nations financial rules and procedures.

Functional Skills

FI-Financial Accrual Accounting under internationally accepted standards (IFRS,IPSAS,etc)  
FI-Financial Accounting - Modified cash-based accounting as per international standards  
FI-ERP Financial Management (SAP, Oracle, PeopleSoft, Workday and other)  
DM-Data Collection and Analysis  
EL-Monitoring and Evaluation  
(Functional Skills marked with an asterisk\* are essential)

Language Requirements

For International Professional and Field Service jobs: Knowledge of English and UN working language of the duty station if not English.

For National Professional jobs: Knowledge of English and UN working language of the duty station if not English and local language.

For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

**Position Competencies**

Competencies as defined in Job Profile

**Language Requirements**

Please also note that English is essential for this Job Opening.

**Closing Date**

The closing date is 02/10/2024.

**BENEFITS:**

Annual leave: UNHCR staff members holding a temporary appointment will accrue annual leave at the rate of 2.5 working days for each full calendar months of service (i.e. 30 working days per year).

Pension system: Staff members holding granted a minimum of 6 months temporary appointment will become participants in the United Nations Joint Staff Pension Fund (UNJSPF).

Health insurance plan: locally recruited staff members in Budapest will be enrolled in the Medical Insurance Plan (MIP). The coverage is also optionally available for eligible family members.

Shortlisted candidates may be required to sit for a test. No late applications will be accepted. UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation. UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

**Additional Information**

In case you face technical issues with the system, please clean cache, cookies in your browser and try again. In addition, you could try to use incognito mode during the application process or use another browser. If none of the above solved the issue, please contact us [hqbscapc@unhcr.org](mailto:hqbscapc@unhcr.org)

Application can be submitted here:

[https://unhcr.wd3.myworkdayjobs.com/en-US/External/details/Associate-Accounting-Officer---AP-Invoice-Processing\\_JR2447418?q=JR2447418](https://unhcr.wd3.myworkdayjobs.com/en-US/External/details/Associate-Accounting-Officer---AP-Invoice-Processing_JR2447418?q=JR2447418)