

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#2447438 – Assistant Accounting Officer – AP Payment 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

Assistant Accounting Officer – AP Payment 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 ensuring timely and accurate recording of payable transactions and processing payments, in strict accordance with UNHCR Financial Rules and Regulations. The incumbent will frequently interact with specialists in Treasury and Cash Management, Field Offices, and other cross-functional teams to provide technical guidance and support on all aspects of payment processing.

Role Overview

Under the general supervision of the Head of Global Accounts Payable and the Accounts Payable Payments Lead within the Accounts Payable Unit, the Assistant Accounting Officer (NOA) is responsible for overseeing the payment process and managing accounts payable transactions at UNHCR's headquarters in Budapest. The role involves monitoring and analyzing pending and unprocessed payable transactions, with a particular emphasis on global payables operations within a centralized operational model. The position requires experience in managing high-volume accounts payable operations and the ability to collaborate effectively with both internal and external stakeholders.

This supervisory role involves leading a team of accounts payable assistants and fostering a culture of excellence, innovation, and continuous learning. The incumbent will also play an active role in the design and implementation of new technologies and processes on a global scale, including the redesign of future accounts payable 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

- Contribute to the design and implementation of accounting procedures in specified areas and facilitate the implementation of new accounting standards and policies.
- Oversee the recording of transactions and approve those.
- Facilitate the application of UNHCR's established accounting and financial reporting procedures, in compliance with IPSAS, UNHCR, and UN financial regulations and rules.
- Supervise a team of accountants as assigned.

- Establish procedures to monitor compliance by users in different entities with the relevant financial rules, regulations, and procedures and assist in enforcing quality assurance protocols, perform and facilitate regular reviews of transactions and the global accounts.
- Coordinate the provision of technical support to field offices, regional bureaux and HQ divisions, and provide answers and guidelines to accounting and finance-related matters.
- Present and coordinate the preparation of detailed accounting analysis, financial reports and audit documentation, and analyze data.
- Contribute to the periodic closure of UNHCR's global accounts, the reconciliation of the general ledger to subledgers, enforce quality control, perform account reconciliations, and regularly review open transactions and suspense accounts within the area(s) of responsibility.
- Foster continuous learning, and make well-founded proposals for system, policy and process enhancements.
- Identify skill gaps within the team and globally based on systemic issues in the accounts and coordinate with the supervisor for training programs, and deliver trainings as assigned.
- Support the rollout of new systems and processes, and contribute to testing, system development and deployment.
- Support the identification and management of risks and seek to seize opportunities impacting objectives in the area of responsibility. Ensure decision-making is risk-based in the functional area of work. Raise risks, issues and concerns to a supervisor or to a relevant functional colleague(s).
- Perform other related duties as required.

Minimum Qualifications

For P1/NOA - 1 year relevant experience with Undergraduate degree; or no experience with Graduate degree; or no 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

Application can be submitted here:

https://unhcr.wd3.myworkdayjobs.com/en-US/External/details/Assistant-Accounting-Officer---AP-Payment-processing_JR2447438?q=JR2447438