

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

JR2448836 – Senior Compliance Associate - Accounts & Finance Services 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

Senior Compliance Associate - Accounts & Finance Services Eligible

Setting and Work Relationships

Organizational Setting and Work Relationships

The Senior Compliance Associate will have primary responsibility for assisting in the coordination and preparation, planning, organization and follow-up of oversight assignments/audit recommendations/reports, internal monitoring and compliance within the Area of Responsibility (AoR). The incumbent participates in the internal and external audit, analyses, reviews and assessments of the AoR, in order to strengthen adherence to relevant rules, regulations and operating procedures.

The Senior Compliance Associate usually reports to a more senior staff member within the AoR and normally supervises some support staff.

The incumbent should be able to work under minimum supervision, be creative and innovative. The function requires precision and reliability and must be carried out with a high degree of accuracy and tact. The incumbent must maintain discretion with regard to highly confidential information at all times.

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

- Consolidate Audit Recommendations/Reports to assist with tracking of information/analysis in a timely manner.
- Participate in the Entry and Exit Audit Conferences and meetings to assist the supervisor in determining the requirements for compliance with deadlines.
- Assist with drafting relevant sections of audit recommendations and related documentations in a timely manner for the finalization of these reports and documents.
- Assist the staff to consolidate and analyse data in order to facilitate the preparation of periodic oversight reports and presentations.
- Regularly update the electronic filing system with Audit Recommendations/Reports to assist with the efficient and accountable use of resources.
- Assist with preparation for internal and external audits.
- Follow up on the implementation of the recommendations contained in oversight reports.
- Perform quality audits and statistical sampling for quality control testing.

- Perform compliance focused data analysis.
- Monitor various controls to ensure adherence to documented procedures.
- Conduct QA reviews on internal processes, ensuring compliance and consistency in application of relevant rules and regulations.
- Utilize data analytics to validate fluctuation in data is reasonable and highlight unexpected anomalies requiring further investigation.
- Highlight issues of non-compliance with Audit Recommendations, Oversight reports and deadlines to be brought to the attention of the supervisor and/or Senior Managers.
- Prepare and update the Audit Recommendations/Reports and alert the supervisor of pending deadlines.
- Exhibit working knowledge of processes within the AoR and accurately execute policies and procedures utilising controls and identify opportunities for improvement to mitigate risk.
- Assist the supervisor in ensuring compliance, quality control, data integrity and consistency of operational data.
- Compile and disseminate lessons learned from audit/compliances.
- Prepare and deliver training sessions.
- Prepare and/or review Standard Operational Procedures (SOPs) within the AoR.
- Participate in special projects as requested.
- 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 G7 - 4 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

Remuneration

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

Field(s) of Education

Not applicable

Certificates and/or Licenses

Auditing; Business Administration; Social Science; Economics
(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Previous job experience relevant to the function. Professional competence and knowledge of auditing standards and practices, risk assessment, and applicable rules and procedures. Ability to work with standard UNHCR applications, spread sheet, and database management software.

Desirable

Knowledge of UNHCR specific programmes.
Knowledge of reporting requirements within the UN/UNHCR system.

Functional Skills

CO-Drafting and Documentation
DM-Database Management
DM-Quantitative data analysis
FI-Financial auditing
FI-International Auditing Standards
IT-Computer Literacy
RM-Risk Management
TR-Training - Virtual and face to face
(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 05/11/2024.

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/job/Budapest-GSC-Hungary/Senior-Compliance-Associate---Accounts---Finance-Services_JR2448836?locations=113ac21cb9f4101234448a97137d0000