Title: Finance Assistant  
Domain: Administration  
Grade: G5  
Organizational Unit: ADM  
Duty Station: Nairobi, Kenya  
Recruitment open to: Internal & External candidates  
Type of contract: Service Contract  
Annual salary: approx KES 1,832,872 annually  
Deadline (midnight, Nairobi time): 22/03/2022

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall supervision of the Director of the Nairobi Regional office and direct supervision of the Finance and Administrative officer, the contractor will perform the following tasks: Assist in the monitoring of allocated funds under the Regular Programme and budget including the preparation of budgetary status reports for the Regional Office and Antenna Offices.

Specific tasks for post will be as follows:

1. Administration of Travels.
   a) Timely processing of travel orders for staff while ensuring proper documentations and clearances and logistical information provided is correct.
   b) Timely following up with respective signatories and travelers to ensure the travel orders are properly authorized and issued to traveler before the start of trip.
   c) Processing of travel claims and mission closure...recoveries as necessary.
   d) Maintaining an appropriate filing system for transactions carried out by finance. Chronologically filing of travel orders and travel claims for each staff to ensure ease of reference and audit.

2. Regular and Timely Processing of individual payments
   a) Initiating DSA payments to colleagues, Medical Reimbursement claims petty cash postings, Consultant payments and disbursement of funds to the vendors and staff for mission Travel.

3. Clearing of Open trip commitments as they fall due.
   a) Following up with the staff to ensure they close their missions in time. Usually within two weeks after mission and not more than one month.
   b) Making amendments to trips if there are changes in tickets, travel dates or allowances payable. Advising Administrative Officer and programme specialist of actions taken on ULOs

4. Management of Travel agency account.
   a) Review and processing of invoice payments from travel agency. This includes confirming travels with sectors before settlement.
   b) Calling for credit notes for unused tickets and updating the travel commitments with actual ticket costs before settlement.
   c) Providing remittance advice to travel agency to enable reconciliation of the vendor account.

5. Financial administration for Workshops.
   In the absence of my colleague:  
   a) Calculation of travel and subsistence allowances in line with BFM rules. Creation of fund reservation in consultation with program staff and the Administrative Officer.
   b) Disbursement of funds in a timely sequence and ensuring they are properly accounted for and commitments closed.

6. Other payments disbursements:

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are also encouraged to apply. Worldwide mobility is required for staff members appointed to international posts.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.
a) Posting of disbursement vouchers and straight to bank transactions in line with segregation of duties requirement by BFM.

**REQUIRED QUALIFICATIONS**

**Education:**

Post Secondary Diploma of Vocational training, or minimum 2 years of post secondary school in the area of Accounting/Finance, office management and related fields.

- **Work Experience:**
  - At least 5 years' work experience in Accounting / Finance and Administration
  - Experience in – or knowledge of the application of UNESCO or other UN System organizations administrative and financial rules, regulations policies and procedures.

**Skills/Competencies:**

- Sound analytical, solution finding and information skills.
- Excellent written and verbal communication abilities including tact and the capacity to communicate technical/financial matters to different audiences.
- Client-focused and team-oriented, showing the ability to maintain productive partnerships with internal clients.
- Displays accuracy and attention to detail.
- Organizational skills to prioritize large volumes of cyclical work under often stringent deadlines.
- Flexible / adaptable, exercises discretion and respects confidentiality.

**Languages:**

- Excellent knowledge of English language with French as an added advantage

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**BENEFITS AND ENTITLEMENTS**

UNESCO’s consist of a basic salary. KES 1,832,872 Annually
Other benefits include: 30 days annual leave, and social services (medical and pension).

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**How to apply** Please send your application letter (CV UNESCO Form to be used), in English to nairobi.recruitment@unesco.org with contact details of 3 referees.

A written test WILL BE USED IN THE EVALUATION OF CANDIDATES.