



## Vacancy Notice 2023-18

### Open to Internal and External Candidates

Position Title : **Finance Assistant**  
Duty Station : **Budapest, Hungary**  
Classification : **G4**  
Type of Appointment : **One Year Fixed Term (OYFT) with the possibility of extension**  
Estimated Start Date : **As soon as possible**  
  
Closing Date : **29th March 2023**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

#### **Context:**

Under the overall supervision of the National Resources Management Officer (NRMO) in IOM Budapest and direct supervision of the Finance Coordinator the successful candidate will be responsible and accountable for providing support to Financial activities of Resource Management Unit.

#### **Core Functions / Responsibilities:**

1. Assist in ensuring that IOM financial regulations are correctly applied on all financial transactions and that financial transactions are entered into the accounting system PRISM (SAP);
2. Assist in maintaining financial records and monitor systems to record and reconcile local revenues, balances, payments and other data for day-to-day transactions;
3. Check all payment requests and, following authorization, ensure relevant and timely payments to providers and partners, taking into consideration final reporting requirements;

4. Prepare electronic payments on daily basis with the Bank software used by the office and record bank movements in PRISM/SAP on daily basis;
5. Ensure proper and systematic filing of all validated vouchers and other accounting documents according to established standards;
6. Accurately register accounts receivables, perform daily reconciliation of bank records;
7. Maintain contacts with local banks and verifies accounts status, currency exchange and obtaining approval for payment clearance;
8. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.;
9. Ensure proper and systematic completion of all posted payments and other accounting documents according to the established standards;
10. Responsible for the Petty Cash of the office;
11. Perform other related duties as required.

## ***Required Qualifications and Experience***

### **Education**

- High School diploma with four years of relevant experience; or,
- Bachelor's degree in Business Administration, Accounting, Finances, or related fields with two years of relevant professional experience.

### **Experience**

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP FI is a distinct advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

### **Skills**

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Familiarity with International Accounting Standards (IAS)
- 1-year prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

### **Languages**

- Fluency in English is required
- Hungarian is a strong advantage
- Any other IOM official language would be considered advantageous

### **Required Competencies**

The incumbent is expected to demonstrate the following values and competencies:

**Values** - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

### **Core Competencies** – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

### **Other**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Hungary will be eligible for consideration.

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

### **How to apply:**

All applications consisting of the CV and a motivation letter in English should be addressed to [iombudapesthr@iom.int](mailto:iombudapesthr@iom.int) quoting the above vacancy notice number.

**Closing date: 23:59 (local time in Hungary), 29<sup>th</sup> March 2023.**

No late applications will be accepted.

IOM only accepts duly completed applications.

Only shortlisted candidates will be contacted.

***Posting period:***

From 16.03.2023 to 29.03.2023.