



Join the IOM Hungary Roster and be a Part of a Talented Pool!

Incepted in 1951, the International Organization for Migration (IOM) stands as the principal inter-governmental organization in the migration sector, fostering collaborations with a diverse range of governmental, intergovernmental, and non-governmental partners. Rooted in the commitment to facilitate orderly and humane migration for the greater good of all, IOM continuously extends services and guidance to both governments and migrants globally.

Honoring the established principles of the United Nations and the global frameworks of IOM, we at IOM Hungary are thrilled to invite aspiring individuals to be a part of our dynamic roster system - a gateway to opportunities and a testament to our dedication towards cultivating a rich pool of adept professionals ready to contribute to the multifaceted projects and operations championed by our office.

Why Join the IOM Hungary National Roster?

- **Professional Growth:** Elevate your career prospects as you align yourself with an organization globally acknowledged for its initiatives in the migration sector.
- **Diverse Opportunities:** Be on the radar for a myriad of roles spanning across domains such as humanitarian assistance, legal, and administrative support.
- **Data Security:** Rest assured, your application will be handled adhering to the stringent data protection norms laid down by IOM, safeguarding your personal details throughout a period of 3 years from the date of application submission.

Kindly Note: Being a part of the roster doesn't guarantee employment; it, however, significantly amplifies your chances to be considered for roles that resonate with your skill set and expertise, as and when opportunities arise in accordance with IOM Hungary's operational requisites and budgetary allocations for positions.

If your profile aligns with the requirements of any upcoming position, anticipate an invitation to apply directly through the respective vacancy notice, bringing you a step closer to being a part of initiatives aimed at facilitating migration that benefits all.

Open to Internal and External Candidates

Call for Expression of Interest

Ref. Nr.: HU-CEI-2023/01

Position Title : **Senior Finance Specialist**
Duty Station : **Budapest, Hungary**
Classification : **G6**

Context:

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

Core Functions / Responsibilities:

- Assist the Resource Management Officer in implementing and monitoring the administrative and financial activities in the office, including the oversight of financial expenditures and continuous update of projectization.
- Implement and suggest appropriate internal controls to safeguard the Organization's assets, control cash and prevent fraud.

- Implement delegated administrative actions in accordance with IOM rules, regulations and instructions.
- Assist the Resource Management Officer in preparation of the annual budget for the Mission, monitor budget control and analyse variances between budget and actual expenditures, and prepare adjustments as necessary;
- Assist the Project Managers/Coordinators in the preparation of budgets for new projects and programmes.
- Provide support to Project managers/Coordinators throughout the project cycle to ensure financial and administrative compliance with IOM's policies and procedures and any donor-specific requirements in the field of resources management and eligibility of expenses.
- Draft financial reports to donors in accordance with IOM regulations and established procedures, as well as with donor-specific requirements and templates when needed, in close coordination with the Resource Management Officer and HoO and relevant units in HQ and RO.
- Maintain appropriate filing of all financial documents in preparation to audits/controls.
- Forecast cash flows according to activities in the Mission and ensure daily control of funds disbursed; ensure funding is received in accordance with donor agreements.
- Prepare the monthly payroll, ensuring that salaries are correctly allocated to projects consistent with IOM's projectization criteria.
- Verify the accounting data are properly entered in PRISM, in accordance with IOM financial rules and practices, maintain accurate records of PRISM entries including hard copies of all vouchers and supporting documentations.
- Review the monthly accounting returns to Manila for accuracy and ensure that these are submitted on a timely basis and are completed according to IOM Accounting Policies and Procedures.
- Assist the Resource Management Officer in coordinating administrative and HR functions, including recruitment, retention, promotion, separation, personal file and contract management, training of staff members, and other related activities, in accordance with IOM policies and procedures.
- Liaise with relevant units at HQs, Administrative Centres and Regional Office, as well as relevant external counterparts with regards to accounting and financial activities of the Mission; report regularly on the financial situation of the Mission and provide other information as necessary.
- Provide procedural and technical guidance to all staff in the mission on financial, administrative and HR policies and procedures; interpret HR policies, rules and regulations and make recommendations for resolving sensitive issues; Suggest procedural improvements and assist in training local staff in the relevant areas of administration and finance. Provide inputs for new instructions and procedures to complement or to adapt the general IOM instructions taking into consideration the specific needs of the office.
- Prepare correspondence, letters, reports and other documents on relevant areas.
- Ensure that the Mission's security plan and measures are updated and, in this context, regularly consult with the UN security focal point in Hungary.
- Identify diverse issues/problems as they arise and suggest appropriate actions.
- Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Bachelors' degree or equivalent, or higher, in Accounting/Finance, Business Administration, or other related field from an accredited academic institution with minimum of four years of relevant professional experience in financial management, accounting and budgeting.

Experience

- Experience with EU funding instruments, in financial management and reporting, and budgeting.
- Experience in financial management, accounting, budgeting and internal controls.
- Familiarity with International Accounting Standards (IAS) is asset.
- Knowledge of and experience using SAP and/or Oracle ERP is a distinct advantage.
- Knowledge of BAMIR reporting portal is an advantage.

Skills

- Demonstrated ability to work well under pressure and to keep deadlines.
- Discreet, details and clients-oriented, patient and willingness to learn new things.
- Attention to detail, ability to organize paperwork in a methodical way.
- Knowledge of the IOM regulations related to logistics/ procurement is an asset.
- Proficient in a Microsoft Office environment, including use of Microsoft Excel Word and comfort with learning new software.

Languages

- Fluency (oral and written) in English and Hungarian;
- Any other IOM official language would be considered as advantageous.

Required Competencies

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

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 II

- 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

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

How to apply:

All applications consisting of the CV and a motivation letter in English should be addressed to iombudapestrecruitment@iom.int quoting the above ref. number.

Should you wish to provide any feedback, or would like to share your concerns, please write to us on the previously mentioned e-mail address.

Posting period: from 18.10.2023 to open-ended