



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR Representation Office in Sri Lanka

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அகதிகளுக்கான ஐக்கிய நாடுகள் உயர் ஸ்தானிகராலய பிரதிநிதித்துவ - இலங்கை அலுவலகம்

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6 October 2017

## INTERNAL/EXTERNAL VACANCY NOTICE

Title	- Assistant Administrative/Finance Officer
Duty Station	- Colombo
Grade	- UN Salary Scale – NOA
Type of Contract	- Fixed-Term ( <i>Initial contract for one year</i> )
Effective Date	- 1 January 2018

Assistant Administrative/Finance Officer ensures efficient administrative services to support the operation in Sri Lanka performing the following duties/responsibilities:

### Accountability

- UNHCR resources in the office are managed in an efficient and cost-effective manner
- UNHCR's financial rules and regulations, policies and procedures are adhered to
- UNHCR's local cash is safeguarded

### Responsibilities

- Monitor the day-to-day administrative operations of the office;
- Contribute to providing a healthy and respectful working environment, free from hazard or security risks;
- Assist with the implementation of processes and procedures to improve and strengthen internal controls in line with UNHCR rules and regulations;
- Participate in the physical verification of UNHCR property plant and equipment;
- Contribute to the process to determine the country's administrative budget;
- Conduct regular checks of petty cash and cash accounts;
- Control and check the monthly accounts and various administrative activities, in order to verify and certify disbursements are in accordance with the administrative budget and UNHCR's Financial Rules;
- Assist with monitoring local compliance with UNHCR's policies and processes for cash management, requesting support and guidance when required;
- Support office-level training on financial matters;

### Authority

- Certify that disbursements are in accordance with the administrative budget and UNHCR's Financial Rules;
- Approve vouchers, including Administrative Budget Obligation Document (ABOD) and project disbursements;
- Prepare financial status reports;

### Essential minimum qualifications and professional experience required

- University Degree in Accounting, Finance, Public or Business Administration, Economics or related field, or university degree in another field combined with a professional qualification in accounting or finance (CPA/CIA or equivalent);
- Minimum two years of previous job experience in the field of accounting or finance;
- Excellent computer skills, in particular in MS Office applications;
- Excellent communication skills;
- Excellent knowledge of English and working knowledge of another local language;

### **Desirable qualifications & competencies**

- Professional qualification in accounting or finance (CPA/CIA or equivalent);
- Working experience of at least one year in an intergovernmental organization (United Nations or similar);
- Good knowledge of United Nations administrative, human resources and financial rules and procedures;
- Working experience with PeopleSoft/Oracle Financial and/or HR modules;

Interested candidates are invited to fill in the Personal History (P.11) form which can be obtained from [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc). Completed P11 forms are to be submitted by 23 October 2017 at 4.30 p.m. with a motivation letter to [lkacohr@unhcr.org](mailto:lkacohr@unhcr.org) with a subject line “**Assistant Administrative/Finance Officer, Colombo**” or in a confidential sealed envelope marked “**Application for the Post of Assistant Administrative/Finance Officer, Colombo**”, addressed to the Administrative/Finance Officer, UNHCR, 97 Rosmead Place, Colombo – 7. No late applications will be accepted.

**Only candidates short-listed for tests/interviews will be contacted.**