

## Job Opening

Job Title, Level:	Accounting Assistant, GS-6
Department/Office:	Budget and Finance Section
Remuneration:	Starting from US\$ 25,423 gross per annual depending on relevant background and experience
Number of Positions:	One
Duration:	The initial appointment is limited to one year only. Extension of the appointment is subject to extension of the mandate and/or the availability of the funds.
Location:	Phnom Penh, Cambodia
Posting Period:	21 February 2019 to 22 March 2019
Job Opening number:	19/GS/BFS/01

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### Org. Setting and Reporting

Under the applicable law, and in accordance with the terms of the Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers in the Courts of Cambodia (ECCC) has jurisdiction to try senior leaders and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom, and international conventions recognized by Cambodia, during the period of the Khmer Rouge regime from 17 April 1975 to 6 January 1979.

This position is in the Budget and Finance Section. The incumbent reports to the Chief Budget and Finance.

### Responsibilities:

Within the delegated authority, the Accounting Assistant will be responsible for the following duties:

- Scrutinizes source documents for completeness, accuracy and validity of charges;
- Investigates erroneous charges and takes appropriate corrective accounting actions;
- Communicates with UNAKRT substantive offices regarding missing documentation or any other issues related to discrepancies between their accounts;
- Reconciles and reviews Umoja open/clearing accounts and ensure proper clearance procedures have been followed to clear open accounts;
- Reviews and reconciles UN house bank account in Cambodia by liaising with the bank and concerned offices to clear returned or rejected payments;
- Extracts details of income, expenditure, assets and liability from Umoja in order to analyze and verify accuracy and validity of draft financial reports;
- Assists with the monitoring of expenditures to ensure they remain within authorized levels;
- Examines the validity of requests for increases in petty cash and imprest levels; verifies petty cash expenses and approves petty cash replenishment;
- Assists the budget officer to maintain budget and expenditure worksheets and with the preparation of draft financial reports and expenditure statements;

- Audits and approved various accounting transactions, e.g., travel expense reports, accounts payable payment documents, consultancy payments, etc., to ensure correctness of disbursements and adherence to relevant staff rules, financial regulations and rules, ST/AI issuances or practices;
- Serves as Approving Officer for disbursements up to an authorized level;
- Provides guidance and training to colleagues as required;
- Supervises other General Service staff as required;
- Drafts/prepares memoranda and/or emails to various UNKART offices, ESCAP and DESA;
- Responds to queries from staff members, consultants, and third parties;
- Performs other duties as may be required.

### **Competencies:**

**Professionalism:** Knowledge in the use and application of the Organization's financial regulations and rules as well as accounting policies and practices. Ability to extract, interpret, and analyses a wide variety of data and to resolve data discrepancies and other problems. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

### **Education:**

High school diploma or equivalent is required. A bachelor's degree in business administration, accounting or a related field is desirable.

### **Work Experience:**

Minimum of seven years of experience in accounting, finance, administrative services or related area is required. Experience in using Microsoft Excel and computerized financial systems is required. Experience with the Enterprise Resources Planning (ERP) software such as SAP, PeopleSoft or Oracle is desirable. Experience with Business Intelligence is desirable

### **Languages:**

Khmer, English and French are the working languages of the ECCC. For the post advertised, fluency in English and Khmer is required. Knowledge of French is an asset.

### **Assessment Method:**

Qualified applicants may be evaluated through a competency-based interview and/or other assessment methods.

### **Special Notice:**

Appointment against this position is limited to the United Nations Assistance to the Khmer Rouge Trials (UNAKRT). Issuance of appointment is contingent upon availability of funds and extension of mandate. This is a temporary position and will be available for six months initially; an extension is subject to the extension of the mandate of UNAKRT, the availability of funding and/or individual performance.

**HOW TO APPLY:**

Candidates are requested to complete the "Personal History Form" (P.11) available on the UNAKRT Website at <http://unakrt-online.org/sites/default/files/pagedocs/p11.doc#overlay-context=content/recruitment>, and submit it, in duplicate, mentioning the job opening number, to the Personnel Section, UNAKRT, to the following email address [unakrt-jobs@un.org](mailto:unakrt-jobs@un.org)

Applications received after the deadline will not be accepted.

Due to the high volume of applications, no letters of acknowledgment will be sent. Only candidates under serious consideration will be contacted. Only the selected candidate will be notified of the result of the competition.

This vacancy is open for Cambodian nationals only.

Qualified women are encouraged to apply.

**United Nations Considerations**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.