



IOM International Organization for Migration

## Vacancy Notice 2023-37 Open to Internal and External Candidates

Position Title	: Senior Accounting Associate
Duty Station	: Chisinau, Moldova
Classification	: General Staff Category, Grade G-6, UN Salary Scale
Type of Appointment	: Fixed term one year, with possibility of extension
Estimated Start Date	: ASAP
Closing Date	: September 19, 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. Well qualified candidates, particularly women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV are particularly encouraged to apply.

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 Resources Management Officer and direct supervision of the National Finance Officer; and in collaboration with relevant Units at Headquarters (HQ) and the Administrative Centres, the successful candidate will be responsible and accountable for accounting functions.

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

1. Provide procedural guidance to managers and staff; supervise, guide and train other Finance support staff;
2. Manage financial resources through monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations;
3. Provide specialized advice and support to Project Managers on financial and administrative matters;
4. Assist in monitoring compliance with financial policies, procedures, rules and regulations;
5. Assist monitoring that bank reconciliations for IOM accounts are regularly performed and reviewed by designated stakeholders;
6. Ensure that disbursements are made based on proper authorizations and supported by legitimate and sufficient documentation;
7. Provide assistance responding to audit queries and follow-up on audit recommendations;

8. Review the status and monitor the proper maintenance of Vendor Accounts in accounting system;
9. Verify vendor claims for accuracy and conformance with IOM finance policies and instructions;
10. Verify/record invoices received from vendors for goods/services delivered to IOM and review the related payments requests (OIPA);
11. Enter GL records in PRISM;
12. Monitor the Country Office's accounts receivables and payables;
13. Follow-up with responsible staff for timely bringing of financial documentation providing delivery of goods/services;
14. Record amounts owing to IOM – non-donor billing (private usage IOM cars/telephones by staff);
15. Control, advise and coach the NGOs/implementing partners regarding usage/reporting of the provided funding;
16. Review and process financial reports from NGOs/implementing partners;
17. Keep track of the Country Office's VAT accounts;
18. Prepare and submit the VAT monthly reports to fiscal authorities for reimbursement;
19. Carry out financial period-end processes, review/clear open items on vendors, GL accounts;
20. Prepare monthly accounting return documentation to be submitted to MFS;
21. Upon requests from other Country Offices, prepare and send copies of financial supporting documentation;
22. Suggest improvements to internal controls and streamlining/efficiencies;
23. Bring to the attention of the supervisor any relevant accounting issues;
24. Assets controller – retirements, deletion and inventory of IOM assets;
25. Perform e-filing of financial documents;
26. Process e-invoices from suppliers for services/goods provided (e-factura);
27. Perform other related duties as required.

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

#### **Education:**

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

#### **Experience:**

- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Previous experience in SAP is a distinct advantage.

#### **Skills:**

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook.
- Attention to detail, ability to organize paperwork in a methodical way.
- Discreet, details and clients-oriented, patient and willingness to learn new things.

#### **Languages:**

Fluency in English and Romanian (oral and written). Working knowledge of Russian is an advantage.

### **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: maintain 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 2**

- 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.

Internals of the Organization and NMS candidates will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, security clearances, and a valid COVID certification.

Only candidates residing in the country of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, and work permit, as applicable.

#### **How to apply:**

Interested applicants are invited to send the Personal History form

[https://civic.md/userfiles/attachments/14191/IOM\\_Personal\\_History\\_Form.xls](https://civic.md/userfiles/attachments/14191/IOM_Personal_History_Form.xls) and cover letter in English to: [harchisinou@iom.int](mailto:harchisinou@iom.int)

Please, indicate the position you are applying for and reference code in the subject line of your message.

Closing date for applications is **19 September 2023**.

In order for an application to be considered valid, IOM only accepts the Personal History Forms duly completed.

**Only shortlisted candidates will be contacted.**

***Posting period:***

From 05.09.2023 to 19.09.2023