

VACANCY ANNOUNCEMENT

Post Title	: Finance Assistant
Organizational Unit	: Administrative Unit
Duty Station	: UNESCO, New Delhi, India
Type of Contract	: Service Contract (Taxable)
Level	: L6/R1 as per UNESCO New Delhi Service Contract Remuneration Grid
Monthly Salary	: Rs.54,896.40 + 15% Social Security
Duration of contract	: One Year (renewable based on satisfactory performance with initial 3 months on probation)
Expected Starting Date	: 1 January 2018
Last Date of Application	: 10 November 2017

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall supervision of the Director of the UNESCO Office in New Delhi and under the direct supervision of the Finance and Administrative Officer, the incumbent will provide support to administrative unit focusing on the following key tasks:

1. Recording of financial transactions in UNESCO ERP system within the ceiling amount as Certifying Officer and prepare Disbursement / Receipt voucher (DV/RV) for signatures by Administrative Officer and Director. Assist in creation of payments on online banking system and liaising with official bank signatories for authorization and then sending it to the bank.
2. Verification of supporting payment documents (invoice, receipts etc.) in compliance with GST rules & terms and conditions of the contract before disbursement.
3. Maintain efficient banking arrangements and liaise with the office bank for any issue.
4. Analysis of Financial Statement/ Receipts and Expenditure Statement for Activity Financing Contracts before final payment and coordinating with respective programme sectors in case of any discrepancy.
5. Management of INR petty cash account and recording of its accounting entries as per UNESCO rules and regulations.

6. Generate monthly financial reports related to USD & INR accounts every month.
7. Assist the Administrative Officer in preparing biennium work plan for running cost budget and periodic budget execution reports.
8. Support Administrative Officer in yearly financial closing and in preparing misc. reports related to VAT, unliquidated obligations, accruals & advances, and Petty Cash for submission to HQ.
9. Liaise with tax consultant for submitting periodic VAT/GST claim and with vendors if any refund related issue arises.
10. Keeping all records of imprest, contracts, budget, biennium closing, social security documents of Service Contracts, replenishment, VAT/GST refunds, petty cash for ready reference.
11. Provide support to programme sectors through advice and guidance on receipt and disbursement related issues, budget, organizing meeting etc.
12. Undertake any other task as assigned by the Administrative Officer and the Director.

Competencies:

- Good Knowledge of financial and accounting processes
- Good IT skills, including good knowledge of standard office software including ERP
- Ability to work independently with minimum supervision
- Strong organizational and administrative skills
- Maintaining confidentiality

Qualifications:

Education	University degree with major in finance and accounting.
Experience	At least 5 years of relevant work experience in financial and accounting tasks. Experience in the usage of MS Word, Excel and ERP
Language Requirements:	Excellent knowledge of English (written and spoken)

Send your application letter and a detailed CV as per [UNESCO CV format](#) to UNESCO New Delhi at newdelhi@unesco.org by 10 November 2017

Only short-listed candidates will be contacted.