

## NATIONAL FINANCE OFFICER

Open to Internal and External Candidates

Organizational Unit	: RESOURCES MANAGEMENT UNIT - FINANCE
IOM Classification	: NATIONAL FINANCE OFFICER
Duty Station	: COLOMBO
Salary Per Month	: 359,572.25 (As per the UN Salary Scale at NO-A)
Type of Appointment	: ONE YEAR FIXED TERM CONTRACT
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: JUNE 19, 2023

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 government and migrants.

IOM is committed to a diverse and inclusive environment. 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 Chief of Mission of IOM Sri Lanka & Maldives and the direct supervision of the Resource Management Officer, the incumbent will be responsible for the preparation of the accounts, financial analysis, budgets and other financial issues in accordance with IOM Financial Regulations, Rules and procedures.

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

- Be accountable for the overall coordination of finance department's functions. Coordinate the field admin finance functions and project units, liaise with Regional Accounting Support (RAS) in Manila and Headquarters with regard to account submissions and report finalization of projects.
- Supervise the finance staff of country office and field office in accordance with IOM financial regulations, rules and procedures, provide training and support to field finance assistants.
- Undertake regular and ad hoc check of finance procedures, cash counts including reconciliations; ensure that balances are kept at levels sufficient to meet operational needs.
- Verification of payment requests and supporting documentation, ensuring the correct documentation is filed meeting the minimal quality parameters of authenticity and budget availability before the payment is made.
- Make sure the internal control measures are in place with regard to making payments and access control measures are taken with regard to financial documentation and confidential electronic files.
- Oversee the month end /year end accounts closure and ensure the deadlines are adhered to and oversee the preparation of the monthly accounting statements and supporting documentation for dispatch to headquarters including review and certification.
- Oversee the preparation of monthly funding requests. Consolidating the fund requests from sub offices and making projections of the expenditures of the month including expenses of Colombo.
- Undertake quality control check on the month's accounts, ensure that debtor/creditor accounts are cleared in a timely manner and review all other outstanding financial matters with banks and suppliers.
- Preparing donor/monitoring reports and oversee the preparation of projects finance donor/monitoring reports by other finance team members and prepare and/or revise project budgets, budget for new projects in coordination with project managers and assist project managers in issues concerned with financial monitoring.
- Preparation of overall mission budget submission package in coordination with project managers and Resource Management Officer(RMO).
- Be responsible for internal audit handling and providing details for the internal auditors. Providing details and information for donor audits to liaison offices.
- Project staff, office and operational costs in consultation with RMO. Prepare detailed staff cost plans with regard to budget availability and duration of projects. Finalize monthly projectization of local staff payroll and provide details for projectization of international staff payroll.
- Ensure completeness and maintain files of accounting support documentation.
- Perform system entries of financial transactions as per assigned system access roles and authorizations with correct accounting treatment, handle period end process, maintain and clear control accounts and project structure maintenance.
- Clear checklist queries/ project review queries forwarded by RAS in coordination with other RM units and direct coordination/respond to queries raised from RAS, HQ and other missions.
- Take duty travels to other IOM offices and places as and when required.

## **Required Qualifications and Experience**

### **Education**

- Master's degree in Finance, Accounting, Business Management or Economics from an accredited academic institution, or;
- Bachelor's degree in the above-mentioned fields with two years of relevant professional experience at a senior level.

### **Experience**

- Experience in financial management, budgeting, financial reporting, project management and business administration at a senior level is required.
- Experience in a supervisory role with strong liaison / coordination with senior level management is an advantage.
- Experience within the humanitarian sector is desirable.

### **Skills**

- Knowledge in SAP/Oracle is required.
- Demonstrated accuracy in handling/reporting data, excellent communication, supervisory and computer skills are required.
- Sound management capability will be highly advantageous.

### **Languages**

Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in all three languages is advantageous.

## **Required 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 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.

### **Managerial Competencies\*** – Behavioural indicators - *level 2*

- Leadership: provides a clear sense of direction, leads by example, and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

\*As Applicable

### **Other**

Appointment will be subject to certification that the candidate is medically fit for appointment and successful reference checks.

Women with the above qualifications are encouraged to apply.

### **How to apply:**

Interested candidates are invited to submit their applications with the following documents:

- a. Detailed bio data
- b. Cover letter including two work related referees (non-related)
- c. Pre-screening form ([here](#))

Kindly submit your application via email to [HRSRILANKA@iom.int](mailto:HRSRILANKA@iom.int) indicating position applied on subject line by **Monday 19<sup>th</sup> June 2023**. Applications without the above mentioned will not be considered and only shortlisted candidates will be contacted.

### **Posting period:**

From 06.06.2023 to 19.06.2023