



FINANCE EXECUTIVE ~ COLOMBO

Open to Internal and External Candidates

Organizational Unit	: FINANCE
IOM Classification	: FINANCE ASSISTANT
Duty Station	: COLOMBO
Salary Per Month	: LKR 143,000.00 (UG)
Type of Appointment	: Special Short-Term Ungraded
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: August 21, 2025, 11.59 PM

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. Read more about diversity and inclusion at IOM at [Diversity and Inclusion at IOM | International Organization for Migration](#) 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 Head of Resource Management and direct supervision of the Head of Finance, the successful candidate will be responsible and accountable for the following functions,

Core Functions / Responsibilities:

1. Review daily self-payer revenue records and perform accounts receivable (AR) billing and related transactions.
2. Responding to accounting, budget or financial queries regarding data from staff in the unit and elsewhere.
3. Review all types of payments starting from purchase to payment requests verifying that they are duly authorized, and all the supporting documents are attached therewith.
4. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered.
5. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required.
6. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.
7. Performance of bank reconciliations of main and field office bank accounts.

Required Qualifications and Experience

Education

- Bachelor's Degree in Business Administration, Accounting, Finances, or related discipline from an [accredited academic institution](#) with two (02) years of professional experience in the sphere of Finance & accounting or similar field, or;
- Minimum Four (04) years of related work experience with a Diploma in the above fields.

Experience

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

Skills

- Strong interpersonal and intercultural skills.
- Proficient in Microsoft Office application 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 **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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – Behavioral indicators - *level 1*

- Teamwork: Develops and promotes effective collaboration with in 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

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

How to apply:

Candidates with the required qualifications and competencies are invited to submit their candidature for the position via the applicable links below by **11:59 PM (Sri Lanka Standard Time, UTC+05:30) on Thursday, 21 August 2025.**

[View the internal job posting](#) – Internal Candidates

[View the external job posting](#) – External Candidates

Only shortlisted candidates will be contacted.

Posting period:

From 15.08.2025 to 21.08.2025

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts during the selection process.