



I. Position Information

Job title:	Finance Clerk
Duty station:	Brasília, Brazil
Level:	ICS-4 - R\$3.286,00 plus medical/dental insurance and pension fund
Supervisor:	Program Support and Monitoring Officer
Type of contract:	Fixed-term appointment (initially for one year. Renewal is subject to availability of funds and performance appraisal)

II. Organizational Context

Under the guidance and supervision of the Program Support and Monitoring Officer, and in cooperation with other relevant staff, the incumbent will provide clerical financial services ensuring high quality, accuracy and data consistency.

III. Duties and Responsibilities

- Prepare, review and/or create payment requests, travel claims in the Financial System ensuring accuracy of entries based on supporting documents provided by projects; Review, organize and prepare documents to be sent to the bank;
- Notify payees on payment status;
- Reconcile, on a daily basis, all payments disbursed, cheques issued and credits received against the bank account in compliance with the local banking and UN procedures; Record and/or make adjustments against the projects within ROBRA's financial system; maintain all ledgers updated.
- Give support in the monitoring of the daily cash requirements to ensure timely availability of funds; Maintain the cash flow monitoring files for the purpose of monitoring the daily opening and closing balance;
- Issue and monitor the payment of bank slips to accurately record credits received;
- Keep financial databases regularly updated and retrieve reports;
- Follow up with other UN Agencies for information related to payments;
- Help the Finance Assistant in the monitoring of project's fund balances;
- Act as the main focal point for travel arrangements by preparing, requesting and/or reviewing the issuance of travel tickets, reviewing calculations of daily subsistence allowance payments and related travel claims. Make sure that UN Travel rules are followed.
- Support the Finance Assistant in preparing the payroll;
- Maintain financial files;
- Perform any other tasks as needed.

IV. Impact of Results

The key results have an impact on the execution of ROBRA financial services management in terms of quality and data accuracy. Accurate data entry and proper organization of financial information enhances ROBRA's capability to effectively and efficiently manage financial resources.

V. UN Values and Competencies

UN Core Values: "integrity", "respect for diversity" and "professionalism"

Core Competencies: Planning & Organizing, Teamwork, Accountability, Technological Awareness

VI. Recruitment Qualifications

Education:	High school diploma, preferably with an ongoing university study in Business Administration, Finance or Accounting; Computer literacy (Excel, Word).
Professional Experience:	2-3 years of relevant experience in finance/accounting. Experience within the UN System and knowledge of UN rules and regulations is a strong asset;
Language Requirements:	Fluency in Portuguese and English.

VII. How to Apply

DEADLINE: 12 February 2010 - Interested candidates should submit a P11 Form (http://www.unodc.org/pdf/brazil/P11form_new.doc) and a motivation letter (**both in English**) to unodc.brasil@unodc.org, subject heading: FINANCE CLERK

Selection Criteria:

- 1- UNODC gives equal opportunity to all applicants and particularly encourages Afro-Brazilians and women to apply.
- 2- The present position is for Brazilian nationals to work in Brasilia, DF, Brazil.
- 3- Only candidates who meet minimum requirements will be considered for tests and interviews.
- 4- UNODC is not in a position to afford travel costs for candidates from other cities.
- 5- Candidates selected for tests will need to demonstrate software and finance skills as well as English proficiency.
- 6- **THE SELECTION PROCESS IS ESTIMATED TO BE FINALIZED ON 31ST MARCH 2010.** Results are communicated **only by e-mail to** all applicants.