



15 March 2010

Vacancy Notice

- TITLE:** Accounts Payable Assistant
- CONTRACT TYPE:** Term contract (6 – 9 months) (Special Service Agreement)
- SALARY:** CAD \$ 2,552.25/month net salary
- OFFICE:** UNESCO Institute for Statistics (UIS)
Administration, Finance and Human Resources
- QUALIFICATIONS:**
- 1. EDUCATION:** Completion of secondary, technical or vocational school, preferably with completion of relevant accounting training courses supplemented by specialized training in financial computer applications.
 - 2. EXPERIENCE:** At least 1 to 2 years relevant experience in accounting is required, preferably in a UN or international organization/company or government institution. Demonstrated clerical and accounting skills would be required.
 - 3. LANGUAGE:** Excellent knowledge of French or English and a good knowledge of the other language. Working knowledge of any of the following languages of the Organization (Arabic, Chinese, Russian or Spanish) would be an asset.
- GENERAL REQUIREMENTS:** General knowledge of office administrative procedures including very good typing skills and a good command of PC based financial applications. The work requires aptitude for numbers, accuracy, neatness and initiative as well as recurring study of new or revised accounting techniques, procedures and equipment relevant to the work, filing procedures or software capabilities. Must be able to work well under tight deadline constraints, enjoy working in a multicultural, dynamic and growing environment and be able to maintain harmonious working relationships.
- NATIONALITY:** Applicants must be either Canadian citizens or permanent residents of Canada to fulfil this contract.
- OCCUPANT RESPONSIBLE TO:** Senior Finance Assistant
- DUTIES:** Under the overall administrative authority of the Director of the UNESCO Institute for Statistics (UIS), the general guidance of senior staff in the context of the Institute teams and under direct supervision of the Senior Finance Assistant, the incumbent will in particular:

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Open, maintain and archive Unit files for payable accounts, comprising of correspondence, expense claims, invoices, payments, reports and other related documents. Receive, sort, classify and route correspondence, claims, invoices, requests for payments and other material.

Verify for accuracy the various payment requests related to: purchase orders, contracts, expense claims, etc. and ensure that all necessary certifications are provided; enter financial data into the financial and budgetary system (SAP) for payments relating to purchase orders, contracts and fund reservations. Follow up with suppliers and/or staff members on outstanding items (purchase orders, invoices, contracts, etc.) to ensure that payments can be processed on a timely-basis and in accordance with the UNESCO financial rules and regulations.

Submit documentation for payment issuance; once approved, prepare payment means (write checks /type bank transfers) and obtain appropriate signatures; send payments to suppliers.

Prepare the sales tax claims ensuring that the claimed amounts are reconciled to the data in the finance and accounting system. Make any journal corrections as required.

Provide support for the financial and administrative aspects of workshop budgets by: reviewing the estimates; ensuring that all relevant documentation has been submitted for commitment and entering the authorized payment requests into the financial system;

Process requests to the various UNESCO field offices and UNDP offices for payments on behalf of the UIS;

Raise fund reservations for commitments as needed;

Assist with other administrative and financial tasks as required.

TO APPLY:

Persons wishing to be considered for this position are invited to submit electronically a completed UNESCO CV (available on the UIS website under 'jobs') with a letter of introduction to: recruitment@uis.unesco.org Please use "**FAMILY NAME, Given name, Accounts Payable Assistant ADM**" (i.e. DOE, John, Accounts Payable Asst, ADM) as the e-mail header/subject. If the application cannot be sent online, a fax may be sent to 'UIS Recruitment' at +1 514 343 6882.

APPLICATIONS TO BE ADDRESSED TO:

UIS Recruitment
UNESCO Institute for Statistics (UIS)
recruitment@uis.unesco.org

CLOSING DATE FOR THE RECEIPT OF APPLICATION:

On going Recruitment