



## CALL FOR EXPRESSION OF INTEREST

<b>Title:</b>	Budget and Finance Assistant	<b>Duty Station:</b>	Madrid, Spain
<b>Reference:</b>	UNWTO/HHRR/CFE/26/BDFN/2017	<b>Start date:</b>	As soon as possible
<b>Programme:</b>	Budget and Finance	<b>Duration:</b>	6 months, renewable
<b>Contractual Status:</b>	Service Contract	<b>Deadline for Applications:</b>	<b>30 June 2017</b>

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The **World Tourism Organization (UNWTO)** is the United Nations agency responsible for the promotion of responsible, sustainable and universally accessible tourism.

UNWTO is currently looking for a **Budget and Finance Assistant** for its **Budget and Finance Programme**. The Budget and Finance Programme is responsible for preparing and monitoring the UNWTO budget, producing the Financial Statements of the Organization compliant with IPSAS, drafting UNWTO financial rules, regulations and policies of the Organization and other reports for the UNWTO Governing Bodies, the External Auditors and other stakeholders, ensuring budgetary and financial management, accounting, processing treasury operations and monitoring receivables and payables. It is also responsible for the development and implementation of the Management Information System (tailor-made Enterprise Resource Planning (ERP)) of the Organization.

Under the overall supervision of the Programme Chief, Budget and Finance, the Service Contract holder will perform the following duties:

1. Assist in the accounting and encoding of UNWTO's transactions in order to accumulate and provide financial information and assist in the preparation of various financial reports;
2. Assist in the financial verification of UNWTO's transactions, agreements, contracts and travel authorizations; ensure compliance with UNWTO financial rules and regulations or related guidelines and bring discrepancies/anomalies to the attention of the supervisor;
3. Assist in the implementation of UNWTO's information system: testing screens and reports, data uploading, help users, verify resolutions of incidents and provide various analyses of the data to ensure accurate and meaningful information;
4. Assist in the preparation of general financial and administrative transactions: account reconciliations, dealing with internal communications, etc., and follow-up on discrepancies;
5. Answer queries regarding status of payments and assist in responding to, or distributing, financial correspondence and related documents;
6. Assemble and maintain financial records, files, registers and other records relating to financial matters;
7. Perform other support duties as required.

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## QUALIFICATIONS AND REQUIREMENTS

### Education

- University degree in economics, finance, accounting, public or business administration, or a field related to the activities of the Programme; a university degree in another discipline may be accepted *in lieu* if it is pertinent to the requirements of the post and in combination with relevant professional experience;
- An advanced university degree (Master's degree or equivalent) in economics, finance, accounting, public or business administration or a field related to the activities of the Programme would be an asset.

<b>Experience and basic competencies</b>	Minimum of three years of proven relevant professional experience in the field of budget, finance and account.
<b>Languages</b>	<ul style="list-style-type: none"> <li>▪ Fluency in English;</li> <li>▪ Good working knowledge of another of the official languages of the Organization (Arabic, English, French, Spanish or Russian) would be an asset.</li> </ul>
<b>Computer Skills</b>	<ul style="list-style-type: none"> <li>▪ Computer literacy in Microsoft Office software and Windows 7;</li> <li>▪ Advanced knowledge of Microsoft Excel, Microsoft Access or similar databases;</li> <li>▪ Experience in working with financial information systems would be an asset.</li> </ul>
<b>Other Skills and Competencies</b>	<ul style="list-style-type: none"> <li>▪ Analytical, creative and organizational skills;</li> <li>▪ Strong oral and written communications skills in the languages required, as indicated above;</li> <li>▪ Demonstrated ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;</li> <li>▪ Demonstrated ability to work independently within assigned areas, showing initiative and judgment;</li> <li>▪ Sense of responsibility and commitment;</li> <li>▪ Demonstrated ability to work under pressure and on tight deadlines;</li> <li>▪ Knowledge of structures and procedures of international organizations and of national administrations is desirable.</li> </ul>

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**Application Procedure** Interested applicants are requested to complete the [Online UNWTO Personal History Form](#). Please note that UNWTO will only accept applications received through our web-based system. Applications sent by other means (e.g. post, email, etc.) or received after the deadline indicated above, will not be taken into consideration.

**Remuneration and Other conditions** The monthly remuneration of the selected candidate would be in the base range of **EUR 1,600 and EUR 1,800**, depending on previous professional experience, skills and competencies. The Service Contract holder will be affiliated to the UNWTO health insurance plan (co-shared scheme in conformity with the Organization's procedures).

**This type of recruitment is local.**

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- Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;
  - Short-listed candidates may be asked to take a competitive exam as part of the final phase of the selection process. These candidates will be contacted directly for this purpose;
  - **There is no guarantee either that the initial contract will be renewed or that a career appointment within UNWTO will subsequently be offered.**