

Call for Expression of Interest

Post Title:	Accounting Specialist	Duty Station:	Madrid, Spain
Reference:	UNWTO/HHRR/CFE/23/BDFN/2019	Start Date:	As soon as possible
Area/Type:	V/4A	Duration:	Twelve months
Department:	Budget and Finance	Deadline for Applications:	24 June 2019
Contractual Status:	Service Contract		

DUTIES AND RESPONSIBILITIES

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 **Accounting Specialist** for its **Budget and Finance Department**. The Budget and Finance Department, in accordance with the UNWTO Financial Rules and Regulations, 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, management of treasury operations and investments, monitoring receivables and payables, and payroll management. It is also responsible for the data model and reference data development and implementation of the financial management information system of the Organization.

Under the supervision of the Chief, Budget and Finance Department, the incumbent performs the following duties:

1. Carries out book entries and updates records of UNWTO financial accounting and budgetary transactions, project budgets and project agreements; scrutinizes source documents for completeness, accuracy and validity of charges; verifies erroneous charges and takes appropriate corrective accounting actions;
2. Analyses complex accounting transactions and makes recommendations to the supervisor prepares worksheets and assists with the preparation of financial statements; audits accounting transactions (e.g. quarterly and year-end accounting closings, reconciliation of publications invoices, transactions, agreements, invoices, donations, expenses and revenues, provisions, allowances, etc.) and reconciles accounts to ensure appropriate balances; investigates erroneous/invalid entries and takes appropriate corrective accounting
3. Analyses accounting data and data related to the preparation of financial and administrative transactions such as replenishment requests; carries out stocktaking of assets and inventories of UNWTO as required; reviews completeness of reports;
4. Approves payment vouchers for claims and ensures compliance with relevant rules and control procedures;
5. Assists in processing payrolls as well as in preparing other administrative treasury transactions;
6. Provides guidance and training to colleagues in the area of expertise, as required;
7. Drafts/prepares memoranda and/or other office correspondence; responds to queries from personnel and third parties, as required;

8. Performs other duties as required.

REQUIREMENTS

- Academic**
- University degree in economics, finance, accounting, public or business administration or equivalent; or professional accounting qualification (CPA, CA, ACCA or equivalent);
 - An advanced university degree (Master's degree or equivalent) in economics, finance, accounting, public or business administration or equivalent would be an asset.
- Experience**
- Minimum of seven years of progressively responsible professional experience in accounting, finance, economics, public or business administration.
- Languages**
- Fluency in English is required;
 - Good working knowledge of Spanish is a strong asset;
 - Good working knowledge of another of the official languages of the Organization (Arabic, French or Russian) is an asset.
- Computer Skills**
- Computer literacy in Microsoft Office software and Windows 7;
 - Experience with Enterprise Resource Planning (ERP) systems is an asset.
- Other Skills and Competencies**
- Analytical, creative and organizational skills;
 - Strong oral and written communications skills in the languages required, as indicated above;
 - Demonstrated ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
 - Demonstrated ability to work independently within assigned areas, showing initiative and judgment;
 - Sense of responsibility and commitment;
 - Demonstrated ability to work under pressure and on tight deadlines;
 - Knowledge of structures and procedures of international organizations and/or of national administrations is desirable.

Remuneration and Other Conditions The monthly remuneration of the selected candidate would be **EUR 2,000**. The Service Contract holder will be affiliated to the UNWTO health insurance plan (co-shared scheme in conformity with the Organization's procedures).

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.

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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 and/or interview 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.**