



Post Title: Senior Accounting and Treasury Assistant
Domain: Budget and Finance Unit
Post Number: 1ITSC 0981TP
Grade: GS-6
Organizational Unit: Abdus Salam International Centre for Theoretical Physics
Primary Location: Trieste, Italy
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Deadline (*midnight Trieste time*): **27 June 2022** **DEADLINE EXTENDED**

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

Founded in 1964 by the late Nobel Laureate Abdus Salam and located in Trieste (Italy), the Abdus Salam International Centre for Theoretical Physics (ICTP) seeks to accomplish its mandate by providing scientists from developing countries with the continuing education and skills that they need to enjoy long and productive careers. ICTP has been a major force in stemming the scientific brain drain from the developing world. For more than 50 years, ICTP has been a driving force behind global efforts to advance scientific expertise in the developing world.

Under the supervision of the Senior Finance and Travel Assistant, the incumbent will lead the Accounting and Treasury team. They will ensure the timely receipt and processing of payments and accounting registrations, and are in charge of preparing reports and cash planning schedules. Essential responsibilities include:

- Timely processing of the ICTP payments; for monitoring and timely receipt of the accounts receivable relevant to the ICTP debit notes; for the preparation of the prescribed vouchers; for the book-keeping of the ICTP transactions and the monthly closures of the accounts; and for the monthly reconciliation of the bank's statements of account with the ICTP accounts.
- Review and approve all payments and receipts processed by the Unit and validate the relevant records in the Financial Management System.
- Control of the accounts to ensure correctness and conformity with the prescribed rules and procedures.
- Review and control the prescribed monthly and annual closures and Financial Statements.
- Monitor in/out cash flows and to prepare detailed forecasts on a monthly basis, after collection of the necessary data and information.
- Liaise with ICTP bank on all routine treasury operations and exchanges of information.
- Organize and plan the work of the Team, distribute work assignments; arrange for replacements in case of absences to ensure continuous provision of accounting services to ICTP. Foster trustful and motivating working environment.
- Provide technical training and necessary guidance in complex or doubtful cases, coach colleagues and encourage further development of their professional skills.
- Sign the payment orders to the bank in addition to the second bank signatory.
- Participate in the analysis and review of internal financial processes and to recommend procedures and methods to streamline the work of the team and achieve efficiency.

COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

- Accountability.
- Communication.
- Teamwork.
- Innovation.
- Results focus.
- Planning and organizing.
- Knowledge sharing and continuous improvement.

For detailed information please consult the [UNESCO Competency Framework](https://en.unesco.org/sites/default/files/competency_framework_e.pdf)
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REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical and/or vocational school.

WORK EXPERIENCE

- Minimum eight (8) years of relevant working experience in finance, accounting, budget or business administration.
- Experience with the Enterprise Resource Planning (ERP) and finance system such as Oracle or SAP.
- Experience with International Public Sector Accounting Standards (IPSAS).

SKILLS/COMPETENCIES

- Excellent analytical skills.
- Experience with data analysis, reconciliations and reporting.
- Ability to work quickly and efficiently under pressure, with minimum supervision, and to sustain limited periods with workload peaks.
- Excellent supervisory skills.
- Knowledge of standard office computer applications (MS Office, etc.).
- Ability to interpret policy and IPSAS.
- Ability to prioritize, plan and organize own work in order to respect deadlines.
- High level of reliability with a responsive and service-minded attitude and behaviour.

LANGUAGES

- Excellent knowledge (spoken and written) of English and Italian.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience in an international environment.
- Experience in payments towards all over the world and knowledge of banking relationships.

LANGUAGES

- Knowledge of another UN official language (Arabic, Chinese, French, Russian, Spanish).

ADDITIONAL INFORMATION

Only candidates who are entitled to work in the E.U. may apply to this position. Please note that for this position UNESCO will not reimburse expenses such as travel in connection with interviews, tests and relocation.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

For more information in benefits and entitlements, please consult ICSC website

MORE INFORMATION

Please note that all candidates must complete an on-line application and provide complete and accurate information. No modifications can be made to the application submitted. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview. UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

Candidates must use the UNESCO's online application system which is accessible through the following links:

For current UNESCO fixed-term staff members: *UNESCO Intranet* > *Tools* > *HR Apps* > [Careers](#). If you are working remotely, you should connect to Careers portal through connect.unesco.org

For all other candidates: <https://careers.unesco.org>

For information: Personnel Office, Abdus Salam International Centre for Theoretical Physics, Strada Costiera, 11, 34151 Trieste, Italy.

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