



<b>Post Title:</b>	<b>Finance Assistant</b>
<b>Domain:</b>	Budget and Finance Unit
<b>Post Number:</b>	1ITSC 0994TP
<b>Grade:</b>	GS-5
<b>Organizational Unit:</b>	Abdus Salam International Centre for Theoretical Physics
<b>Primary Location:</b>	Trieste, Italy
<b>Recruitment open to:</b>	Internal and external candidates
<b>Type of contract:</b>	Fixed-Term
<b>Deadline (<i>midnight Trieste time</i>):</b>	<b>21 April 2022</b>

**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.

The incumbent acts as reference point for all financial aspects connected with the provision of voluntary contributions to ICTP. Essential responsibilities include:

- To proactively acquire and process all the necessary information and documentation (initial and any subsequent updating) on all voluntary contributions pledged to the ICTP.
- To create the transactions (receivable/revenues) in the computerized UNESCO Finance and Budget System (IRIS) to recognize appropriately all approved contributions, pledged and received, in accordance with the prescribed accounting standards (IPSAS), and to update the information in a number of related electronic documents for use inside the section. To review them on a quarterly basis for the recognition of revenues against conditions accounts.
- To maintain contacts with all categories of donors in order to smoothen the release of the pledged contributions, by defining in detail the modalities and timings of payment and providing the necessary documentation. To issue the relevant ICTP debit notes, whenever requested by donors. To issue the official receipts for signature by the supervisor on actual receipt of the funds and monitor the issuance/clearance of the relevant transactions in the system.
- To liaise with all scientific secretariats concerned inside ICTP in order to review the ongoing expenditure in view of the periodical reporting to donors. Liaise with the external donors when necessary.
- To prepare all financial reports and statements on the use of voluntary contributions, within the prescribed format and deadlines, and submit them to donors after approval by the supervisor and programme managers. To prepare the request for the Journal Voucher for clearance of supervisors. To prepare the prescribed financial statements on voluntary contributions on the occasion of the periodical and year-end closures of the accounts, and provide any applicable information thereon.

## 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)  
[https://en.unesco.org/sites/default/files/competency\\_framework\\_e.pdf](https://en.unesco.org/sites/default/files/competency_framework_e.pdf)

## REQUIRED QUALIFICATIONS

### EDUCATION

- Completed secondary, technical and/or vocational school.

### WORK EXPERIENCE

- At least five (5) years of relevant working experience in finance, accounting, budget or business administration.
- Working experience with the Enterprise Resource Planning (ERP) and finance system such as Oracle or SAP.
- Working 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.
- Knowledge of standard office computer applications (MS Office, SAP, 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.

### 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 these positions. 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. To apply, please visit the UNESCO careers website. 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.

E-mail: [personnel\\_office@ictp.it](mailto:personnel_office@ictp.it), phone: +39-040-2240-595/596/695