



International Organization for Migration (IOM)  
The UN Migration Agency

## CALL FOR APPLICATIONS CFA Finance Assistant (Paris)

### Open to Internal and External Candidates

This is a request for CVs/expression of interest for the position below.  
The International Organization for Migration is seeking qualified candidates to join the IOM team.

Position Title : **Finance Assistant**  
Duty Station : **Paris, France**  
Classification : **Employee**  
Type of Appointment : **Fixed term, one year with possibility of extension,**  
Estimated Start Date : **1 January 2020**  
Closing Date : **December 8, 2019**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.*

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this Call for Applications.

Under overall supervision of the Head of Office (HoO) and the direct supervision of the Ressource management officer (RMO), the successful candidate will be responsible for providing effective and efficient financial support to IOM Paris. The incumbent will be requested to:

1. Assist scrutinizing source documents for completeness, accuracy and validity of charges;
2. Carry out daily financial transactions in the IOM SAP-based accounting system PRISM; control and validate the daily financial transactions; maintain all the necessary supporting documents;
3. Assist in the process of the monthly/yearly accounts closure;
4. Assist in the correct implementation of IOM Financial Regulations and Guidelines by applying the required internal control mechanisms;
5. Frequently monitor the expenses occurred in the framework of all operational projects implemented by the office; prepare financial reports and restatements for submission to the donors and relevant units at IOM;
6. In accordance with the IOM Travel Regulation and Rules, process travel expense claims;

7. Maintain and administer the petty cash in the duty station including the entries in the cash journal in the IOM SAP-based accounting system PRISM and ensure the accuracy and correctness of the relevant supporting documents;
8. Assist in clarifying auditing matters;
9. In absence of other colleagues provide general support to the team;
10. Perform any other duties as may be assigned

## ***Required Qualifications and Experience***

### **Education**

Bachelor degree in Finance, Economics, Business or Public Administration with at least two years of relevant working experience, or Secondary School Diploma with specialized focus in financial/accounting and at least four years of relevant working experience

### **Experience**

- Experience in Accounting and Financial management;
- Experience with and knowledge of Accounting/Financial and administrative management policies and procedures of a national and/or international non-governmental organization will be an added advantage;
- Previous work experience with national, regional or international public bodies would be an advantage;
- Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, and SharePoint;
- Knowledge of SAP is an advantage.

### **Languages**

Fluency in French and English is required.

## ***Required Competencies***

### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

### **Core Competencies –**

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Planning and Organizing - plans work, anticipates risks, and sets goals within their area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.

## ***Other***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

This post is subject to local recruitment. **Only persons holding a valid residence and work permit for France will be eligible for consideration.**

### ***How to apply:***

Interested candidates are invited to submit their applications – Personal History Form and Cover Letter to [iomparis@iom.int](mailto:iomparis@iom.int) by 8 December 2019 midnight at the latest, referring to this advertisement. **The subject line must contain the reference “CFA Finance Assistant (Paris)”.**

In order for an application to be considered valid, IOM only accepts applications duly completed.

**Only shortlisted candidates will be contacted.**

### ***Posting period:***

**From 14.11.2019 until 08.12.2019**