



VN 2023-13

Open to Internal and External Candidates

Position Title : **Finance & Reporting Analyst**
Duty Station : **Brussels, Belgium (Regional Office)**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **April 5, 2023**

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 vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context

Under the overall guidance of the EU Compliance Officer (finance, contracts, audits) and the direct supervision of the EU Financial Compliance Officer, the incumbent will be responsible for providing technical assistance to IOM missions worldwide in financial, budget and reporting management of EU funded projects including, more specifically, on ECHO funded projects.

Core Functions / Responsibilities

1. Provide general advice and guidance to project development officers, project managers and/or finance staff on general and specific financial matters (budgeting, monitoring, revision, reporting, etc.) as well as on financial contractual conditions related to EU including ECHO funded projects;
2. Perform independently the EU financial compliance review of project budgets and financial reports as well as other related documents for projects funded by EU and in particular ECHO in coordination with the involved Country Offices, Regional Offices and IOM central services as applicable;

3. Provide technical assistance to missions worldwide to ensure that EU, ECHO and IOM's financial and administrative rules and procedures are applied consistently in EU/ECHO funded project;
4. Monitor budget versus actual financial data in relation to the implementation of the EU/ECHO projects operational activities and alert on unusual trends and issues;
5. Regularly update and maintain EU/ECHO funded project database with financial and contractual data for follow-up, tracking and risk assessment purpose and timely alert supervisors whenever needed;
6. Assist in the preparation of other financial reports and budgets as assigned;
7. Support the EU Financial Compliance Officer in external verification/ audit exercises as announced by the EU Institutions by assisting in the provision of information, revision of documentation and drafting audit responses;
8. Provide supervisors with recommendations to enhance the quality of EU and in particular ECHO funded projects budget and financial reporting functions;
9. Contribute to maintaining proper internal controls as well as to ensuring adhering to any contractual, administrative and compliance related requirements;
10. Perform monitoring in missions of EU and in particular ECHO funding projects as and when assigned;
11. Provide guidance and support to the new colleagues joining the RRMU, on EU financial compliance matters
12. Contribute to the development of EU and ECHO specific training materials and deliver webinars and presentations to missions worldwide on EU financial compliance matters as needed.
13. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

Required:

- University degree in Business Administration, Finance, Commerce or a related discipline from an accredited academic institution, with four years of relevant professional experience;

Or

- Completed High School degree from an accredited academic institution, with six years of relevant professional experience.

Desirable:

- Master degree in related fields and/or professional certification as Chartered Accountant or Certified Public Accountant is an advantage.

Experience / Skills

- Ability to review a variety of data, identify and adjust data discrepancies is required
- Demonstrated proficiency with Microsoft Office applications, in particular Excel and SharePoint as well as good knowledge of other applications like Word, PowerPoint and Outlook is required.
- Knowledge of SAP is required
- A first previous work experience with EU/ECHO funded projects in international organizations and companies would be an advantage.
- Familiarity with International Accounting Standards (IAS) is an asset.

Languages

Fluency in English is required (oral and written).
Working knowledge of Spanish and/or French is desirable.

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.
- Courage: demonstrates willingness to take a stand on issues of importance.
- Empathy: shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators *level 2*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

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. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

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

How to apply

Interested candidates are invited to submit their applications to IOMBrusselsApplications@iom.int **by 5 April 2023 23:59** (Brussels time), referring to this advertisement in the subject line (*VN 2023-13 Finance and Reporting Analyst*) and including the following documents:

- a) CV or Personal History Form
- b) Cover Letter
- c) Questionnaire on Mandatory Requirement (Page 5)

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

IOM reserves the right to contact shortlisted candidates only.

Posting period

From 22.03.2023 to 05.04.2023



Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium
VN 2023-13 Finance and Reporting Analyst G6, RO Brussels

Education and years of experience

Tick as appropriate depending on the combination of education and years of relevant experience you have:

University degree in Business Administration, Finance, Commerce or a related discipline from an accredited academic institution, with **four** years of relevant professional experience yes no

Completed High School degree from an accredited academic institution, with **six** years of relevant professional experience yes no

(Desirable) Master's degree in a related field yes no

(Desirable) Professional certification as Chartered Accountant or Certified Public Accountant yes no

Languages

English (fluency, oral and written) yes no

(Desirable) French (working knowledge) yes no

(Desirable) Spanish (working knowledge) yes no

Experience/Skills

Ability to review a variety of data, identify and adjust data discrepancies yes no

Proficiency in Excel and SharePoint; good knowledge of Word, Powerpoint & Outlook yes no

Knowledge of SAP yes no

Other

Are you currently holding a valid residence and work permit for Belgium? yes no
(EU nationals, please mark 'yes'; non-EU nationals, please mark as appropriate)

Date:

Name:

Signature: