

## ACCOUNTANT (FINANCIAL REPORTING AND ACCOUNTING)

### OVERVIEW

Post Number : FIN 077

Grade : P-3

Parent Sector : Bureau Of Financial Management (BFM)

Duty Station: Paris

Job Family: Finances

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 15-SEP-2025 (EXTENDED)

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Chief of FAS section and the direct supervision of the Head of unit, the incumbent will be responsible for maintaining and monitoring accounting records and ensures proper application of International Public Sector Accounting Standards (IPSAS), Financial Regulations, Financial Rules and established procedures related to accounting matters for the assigned business segments.

She/he prepares the financial reports, in particular annual financial statements of two segments, namely General Fund (GEF) and Staff Fiduciary Funds (SFF), ensuring that the financial system provides correct financial information ensuring adequate system controls and validations are in place. She/he also reviews the financial statements of Category 1 Institutes to obtain reasonable assurance about the accuracy of the statements and adequacy of disclosures. In addition, she/he reviews business processes and internal controls to strengthen controls and drive efficiencies.

#### Long Description

In particular, the incumbent will be responsible for the following:

- Provide guidance on accounting policies to ensure consistent application of Financial Regulations, Rules and Accounting Policies (IPSAS) covering the General Fund (GEF), Staff Fiduciary Fund (SFF) and Category 1 Institutes.
- Manage the preparation of financial statements for assigned business segments (GEF and SFF). Production of monthly, quarterly and annual management reports; Highlight areas of risk and propose solutions to identified issues;
- Oversee the processing of accounting entries, the analysis of the general ledger accounts, the timely reconciliation and analysis of the accounts. Undertake regular controls, both for HQ and Field transactions contracts to ensure that they are drawn and raised in accordance with the Financial Rules and Regulations of the Organization
- Provide technical advice on the choice and application of accounting policies and procedures affecting the business area.

- Provide the necessary information requested by the external auditors in line with the segments he/she is responsible for.

### Long Description

- Coordinate the financial management and analyse the performance of accounts and funds under her/his responsibility, and provide inputs on matters related to assigned areas in drafting Executive Board and General Conference documents.
- Provide guidance to the Nine category 1 institutes in the preparation of their financial statements in line with UNESCO's accounting standards and policies. Provide advice in the interpretation of accounting policies in relation to the operations of these institutes.
- Assist the Head of Unit in the implementation and maintenance of IPSAS standards by contributing to the development of policy guidelines, training material and system changes.
- Under the supervision of the Head of unit, oversee the work of the unit's staff and supervise, as required, the staff in the same business area; setting standards of the work of the unit, providing leadership and advice on the implementation of assigned projects.
- Serve as project coordinator for specific IT enhancement projects

### **COMPETENCIES (Core / Managerial)**

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

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For detailed information, please consult the [UNESCO Competency Framework](#).

### **REQUIRED QUALIFICATIONS**

#### **Education**

- Master's degree (or Equivalent) in Finance, Business Administration, Accounting, or a related field.
- A first level university degree in combination with additional 4 years of qualifying experience may be accepted in lieu of an advanced degree.
- A professionally recognized Accountancy qualification (e.g. CA, CPA, ACCA).

#### **Work Experience**

- A minimum of 4 years of relevant professional experience in accounting of which 2 years acquired at international level.
- Experience in the production of year-end financial statements and strong knowledge of International Accounting Standards.

## Long Description

### **Skills and Competencies**

- Excellent organizational and planning skills.
- Ability to coordinate and monitor own work plan and those under his/her supervision.
- Ability to provide quality and timely support and services.
- Strong analytical capability with ability to look for weaknesses in processes and to propose improvements.
- Excellent written and oral communication skills, including the ability to draft clearly and concisely.
- Excellent IT skills (Excel, Word, Outlook, PowerPoint, etc.); in particular knowledge of Excel.
- Ability to work in a multicultural team with sensitivity and respect for diversity.
- Very good knowledge of accounting functions in ERP systems such as SAP.
- Strong knowledge of International Accounting Standards.

### **Languages**

- Excellent knowledge (oral and written) of English

## **DESIRABLE QUALIFICATIONS**

### **Work Experience**

- Relevant experience in the United Nations System and knowledge of IPSAS
- Experience in supervising and managing staff

### **Skills and Competencies**

- Knowledge of IPSAS.

### **Languages**

- Working knowledge of French
- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian or Spanish)

## **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.

The approximate annual starting salary for this post is 103 684 US \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

## **SELECTION AND RECRUITMENT PROCESS**

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 an 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.