



FINANCE EXECUTIVE ~ COLOMBO

Open to Internal and External Candidates

Organizational Unit	: FINANCE
IOM Classification	: FINANCE ASSISTANT
Duty Station	: COLOMBO
Salary Per Month	: LKR 128,403.58 (G4)
Type of Appointment	: One Year Fixed Term
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: JULY 31, 2022

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 government 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 supervision of the Resource Management Officer (RMO) and direct supervision of the National Finance Officer (NFO), the successful candidate will be responsible and accountable for the following functions,

Core Functions / Responsibilities:

1. Extract and input data from various sources in financial or accounting systems.
2. Respond to accounting, budget or financial queries regarding data from staff in the unit and elsewhere.
3. Assist in the preparation of the payroll by executing validity checks on monthly payroll results.
4. Review all types of payments starting from purchase to payment requests verifying that they are duly authorized, and all the supporting documents are attached therewith.
5. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered.
6. Prepare necessary receipt and journal vouchers.
7. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required.
8. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.
9. Ensure proper and systematic filling of all posted payments and other accounting documents according to the established standard.
10. Responsible for the Petty Cash of the office.
11. Handle banking duties such as deposits, withdrawals, follow-up on bank statements and other banking information as needed.

Required Qualifications and Experience

Education

- Bachelor's Degree in Business Administration, Accounting, Finances, or related discipline from an accredited academic institution with two (02) year of professional experience in the sphere of Procurement & Logistics or similar field, or;
- Minimum four (04) years of related work experience with a Diploma in the above fields.

Experience

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook.
- Previous experience in SAP is a distinct advantage.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Strong interpersonal and intercultural skills.
- Attention to detail, ability to organize paperwork in a methodical way.
 - Discreet, details and clients-oriented, patient and willingness to learn new things.

Languages

Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in all three languages is advantageous.

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 – 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

Appointment will be subject to certification that the candidate is medically fit for appointment and successful reference checks.

Women with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications with the following documents:

- a. Detailed bio data
- b. Cover letter including two work related referees (non-related)
- c. Pre-screening form (Can be downloaded from the IOM Website under Careers Tab)

Kindly make the submission via email to HRSRILANKA@iom.int indicating position applied on subject line by **Sunday 31st July 2022**.

Only shortlisted candidates will be contacted.

Posting period:

From 17.07.2022 to 31.07.2022