

**Call for CVs**  
**Reference Number CY2022/11**

Position Title: **Accounting and Finance Assistant**  
Duty Station: **Nicosia, Cyprus**  
Classification: **Ungraded position, attractive remuneration package**  
Type of Appointment: **Full-time, Special short-term contract with possibility of extension**  
Estimated Start Date: **As soon as possible**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of 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 Head of Office, and under the direct supervision of the Senior Accounting, Finance and Administrative Assistant, in strict observance of the IOM Financial Management Guidelines, the incumbent shall provide general financial accounting, reporting and administrative support to IOM Cyprus.

**Core Functions / Responsibilities:**

1. Help ensure that IOM financial regulations are correctly applied on all financial transactions and that the mission's financial transactions are entered into the IOM accounting system PRISM;
2. Maintain financial records and monitor systems to record and reconcile expenditures, balances, payments and other data for day-to-day transactions;
3. Check all payment requests and ensure relevant and timely payments to suppliers and staff members;
4. Closely monitor payment requests are in line with the budgets;
5. In coordination with the Head of Office, contribute to the preparation of project proposals;
6. Assist in close monitoring, on a regular basis, of budget versus actual financial data in relation to the implementation of the Mission's operational local activities, as assigned;
7. Ensure proper and systematic filing of all validated vouchers and other accounting documents according to established standards;

8. Assist in the preparation of financial reports for the Mission's projects according to donor relevant requirements, in coordination with involved field missions as applicable. Ensure proper reconciliation of financial report to PRISM, as assigned.
9. Provide assistance to ensure the accurate preparation of accounts as per PRISM and Accounting instructions;
10. Assist in preparing invoices and/or payment requests to donors as required;
11. Assist in preparing financial supporting documentation for submission to the donors, auditors upon request;
12. Assist in replying to queries concerning accounting and project reports;
13. Calculate the travel advances/settlement of TAs and travel expenses in harmony of the latest travel regulations;
14. Assist in the preparation of VAT reclaims and other regular administrative reports of the office;
15. Maintain contacts with local banks and verifies accounts status, currency exchange and obtaining approval for payment clearance;
16. Perform other related duties as may be required.

### **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 and skills**

- Experience in Accounting and Financial reporting and budget tracking;
- Professional certification such as ACCA, would be an advantage
- 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;
- Knowledge of SAP and IPSAS highly desirable;
- Knowledge of IOM regulations, policies and procedures
- High level of computer literacy in standard MS products with specific proficiency in MS Excel is required.

**Languages** Fluency in English and Greek 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 – behavioural indicators level 1**

- 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.
- Appointment will be subject to the provision of the relevant to the position degree(s), professional licenses and criminal record certificate & sexual exploitation and abuse certificate.
- Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

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

Interested candidates are invited to submit their applications (CV and Cover Letter) in English, to [rliperti@iom.int](mailto:rliperti@iom.int) email address, quoting the call for CVs number CFCV **CY2022/05** in the subject of the email, by **21st November, 2022** at the latest, referring to this advertisement.

Only short-listed candidates will be contacted.

#### **Posting Period:**

From 07.11.2022 to 21.11.2022.

