



International Organization for Migration (IOM)
The UN Migration Agency

Open to External Candidates

Position Title	Accountant
Grade	Ungraded
Duty station	Manila (Global) Administrative Centre (MAC)
Job classification	General Staff
Type of Appointment	Special Short Term-Ungraded
Salary	Php 42 000 per month net of taxes (All-inclusive Salary)
Closing date	23 Mar 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 work 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 direct supervision of the Regional Accounting Supervisor and overall supervision of the RAS National Accounting Officer, the successful candidate will be responsible to provide assistance to the Regional Accountants on the review of Project Financial Reports and review of Office accounts as may be assigned to ensure compliance with IOM's overall accounting regulations, rules, policies and procedures.

Core Functions / Responsibilities

Project Financial Report Review and Endorsement

- Support the review of project financial reports to verify compliance with donor agreement (budget, interest, funding, etc.) and reports are reconciled with PRISM Financials prior to donor submission;
- Facilitate timely endorsement of project financial reports received to ensure that reporting deadlines and requirements by Donors are satisfied;
- Provide guidance and assistance to COs on financial reporting requirements to donors if necessary (e.g. application of rules, calculation of interest);
- Coordinate with other departments (MFS sub units, ROs, ACO, International Development Fund, etc.) to ensure conformity with specific donor reporting requirements;
- Verify compliance with donor reporting checklist;
- Maintain statistics of donor financial reports received and endorsed.

Others

- Assist Regional Accountants in the review of month end balances of Offices to remind RMO/finance staff on the completion of month-end procedures and coordinate exceptions noted;
- Monitor and assist in the clearance of suspense accounts and completeness of payroll posting;
- Assist Regional Accountants in monitoring timely receipt and completeness of monthly accounts submission package;
- Assist with the review of monthly accounts submission package of Offices to ensure compliance with established standards and coordinate exceptions noted with COs;
- Input cash and bank data in PRISM to ensure complete and timely information as regards to cash and bank reconciliation status of Offices.
- Perform other accounting functions as may be required.

Education

- University degree in Finance or Accounting or a related field from an accredited academic institution with 2 years of relevant professional experience;
- Certified Public Accountant (CPA) or equivalent is an advantage.

Experience

- Sound knowledge of accounting systems and/or SAP;
- Experience in audit an advantage;
- Computer literacy including proficiency in MS Office applications;
- Knowledge in internal controls and accounting principles;
- Knowledge in accounting and financial reporting system of IOM is an advantage;
- Good analytical and problem-solving skills.

Languages

For this position, fluency in English is required. Knowledge of a second official UN language is desirable.

Values

Inclusion & respect for diversity

- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
- Challenges prejudice, biases and intolerance in the workplace.

Integrity & transparency

- Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the organization's resources reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

Professionalism

- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems, and remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Core Competencies

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.

Managing and sharing knowledge

Continuously seeks to learn, share knowledge and innovate.

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.

How to apply

Interested applicants may send their applications to **hrmanila@iom.int** no later than **23 March 2023**. Reference code and Position Title (**DR 028/2022 - Accountant**) should be specified in the SUBJECT field.

IOM welcomes applicants from qualified individuals, irrespective of their race, religion, skin, color, nationality, age, disability status, ancestry, sex, sexual orientation, gender identity or expression, marital status, family structure, mental health status, or any other characteristic.

Only shortlisted candidates will be contacted.