



IOM Poland CALL FOR APPLICATIONS

Reference Number : **PLCFA22-047**
Position Title : **Senior Finance Assistant**
Duty Station : **Warsaw, Poland**
Type of Appointment : **Special Short-Term Ungraded Contract**
Closing Date : **Open-ended**

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 has been active in Poland since 2002 under an agreement with the Polish government and conducts various migration programs, including activities supporting the integration of male and female migrants into Polish society. IOM in Poland implements projects aimed at the private sector to promote ethical recruitment, respect for the rights of migrants and migrant women as well as the elimination of forced labour from value chains and the prevention of human trafficking.

Context:

Under the overall supervision of the Chief of Mission and the direct supervision of the Head of Resources Management, the successful candidate will be accountable for providing finance support for IOM Poland.

Core Functions / Responsibilities:

1. Provide procedural guidance to managers and staff; supervise, guide and train other finance support staff;
2. Manage financial resources through monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations;
3. Provide specialized advice and support to Project Managers and/or Chief of Missions/Head of Office/Head of Sub-office on financial and administrative matters;
4. Provide specialized support preparing annual budget submission and revisions including estimating the cost of staff as well as rental and utilities, office equipment and supplies, printing, and other contracts, services or running expenses;
5. Assist in monitoring compliance with financial policies, procedures, rules and regulations;
6. Consolidate data into financial statements and assist in monitoring expenditures to ensure they remain within authorized levels;
7. Provide regular and ad hoc financial information to support informed financial decision making;
8. Assist monitoring that bank reconciliations for IOM accounts are regularly performed and reviewed by designated stakeholders;
9. Manage and prepare the payroll by executing validity checks on monthly payroll results;

10. Ensure that disbursements are made based on proper authorizations and supported by legitimate and sufficient documentation;
11. Provide assistance responding to audit queries and follow up on audit recommendations;
12. Review the status and monitor the proper maintenance of Vendor Accounts in accounting system;
13. Verify vendor claims for accuracy and conformance with IOM finance policies and instructions;
14. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required;
15. Monitor asset entries in SAP and prepare reports for donors and internal auditors;
16. Coordinate with the IOM field offices to ensure the consistency and compliance of IOM's accounting policy;
17. Perform other related duties as required.

Required Qualifications and Experience

Education

- High School diploma with six years of relevant experience; or,
- Bachelor's degree in Business Administration, Accounting, Finances, or related field with four years of relevant professional experience.
- Master's degree will be considered as advantage

Experience and Skills

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Previous experience in SAP is a distinct advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Familiarity with local accounting requirements;
- Demonstrated ability to work well under pressure and keep deadlines;
- Strong work ethics and commitment.

Languages

Fluency in **Polish** and **English** is required.

Required Competencies

IOM's competency framework can be found at this [link](#).

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

- 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.

Managerial Competencies – behavioral indicators

- **Leadership:** provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

Other:

IOM is committed to a diverse and inclusive environment.

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

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable.

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

How to apply:

Interested candidates are invited to submit their application including a **CV and a completed Personal History Form in English by email to: IOMPolandHR@iom.int**, specifying the vacancy reference number **PLCFA22-047** and full name in the subject line.

Please click this link to access [the Personal History Form \(two pages\)](#).

Due to the volume of applications received, IOM Poland will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 17 April 2022 – open-ended