



POST DESCRIPTION

SECTION 1

Position Information

Position Title	Administrative Finance Assistant
Position Grade	G-4
Duty Station	Paramaribo, Suriname
Position Number	00000000
Job Family	Administration
Organizational Unit	00000000
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	Pre-classified
Reports directly to	Resource Management Officer
Number of Direct Reports	0

SECTION 2

Organizational Context and Scope

Under the overall supervision of the IOM Programme Coordinator in Suriname; the direct supervision of the Resource Management Officer and, in collaboration with the centralized Resource Management Unit based in IOM Guyana, the successful candidate will be responsible and accountable for supporting the resources management functions in the IOM Office in Paramaribo, Suriname.

SECTION 3

Responsibilities and Accountabilities

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. Create new Vendor Accounts in PRISM or WAVE systems;
6. Verify vendor requests for accuracy and conformance with IOM finance policies and instructions;
7. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;
8. Prepare necessary receipt and journal vouchers;
9. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required;
10. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.;
11. Ensure proper and systematic filling of all posted payments and other accounting documents according to the established standards;
12. Responsible for the Petty Cash of the office; and,
13. Perform other related duties as required.

SECTION 4

Required Qualifications and Experience

EDUCATION

- High School diploma with four years of relevant experience; or,
- Bachelor's degree in Business Administration, Accounting, Finances, or related fields with two years of relevant professional experience.

EXPERIENCE

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.

SKILLS

High level of interpersonal communication and negotiation skills; commitment, efficiency, flexibility, drive for results,

Ability to write clearly and effectively, adapting wording and style to the intended audience

Demonstrated ability of working effectively and harmoniously with colleagues from varied cultures and professional backgrounds to achieve desired goals.

Clearly communicates, and listens to feedback on, changing priorities and procedures)

SECTION 5

Languages¹

IOM's official languages are English, French, and Spanish.

REQUIRED

For this position, fluency in English is required (oral and written).

DESIRABLE

Fluency/ working knowledge of Dutch.

SECTION 6

Competencies²

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

¹ As per IN/233, staff members in a position in the Professional and GS categories are expected to be fluent in one of the Organization's official languages, which are English, French and Spanish. At least a working knowledge of another official language is highly desirable and may be specified as mandatory in some cases. For positions in the GS category, proficiency in one of the local language(s) may also be required, as specified in the VN/SVN.

² Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

IOM provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation.

Applications should be submitted via email to **plam@iom.int** and **juortega@iom.int**, no later than **20th September 2024**, with the subject line; "Suriname: Administrative Finance Assistant". The application should include Cover letter and Curriculum Vitae with the below information: -Nationality or work permit status. - Three (3) professional(previous supervisors)referencesincluding email, position, and company/organization name. Please note that applications are open only to Surinamese Nationals or foreigners with residence and work permit for Suriname. Appointment is subject to funding confirmation.

We thank all applicants for their expressions of interest, however, only short-listed candidates will be contacted. We thank you for your interest in IOM and look forward to receiving your application.

1 st Level Supervisor	Date
	Click here to enter a date.
2 nd Level Supervisor	Date
	Click here to enter a date.