



International Organization for Migration (IOM)  
The UN Migration Agency

**VN# IOM0523/08**

Position Title : **Finance Assistant**  
Duty Station : **Tehran, Iran**  
Classification : *General service Staff, Grade G5*  
Type of Appointment : *Fixed term, one year with possibility of extension*  
Estimated Start Date : **As soon as possible**  
  
Closing Date : **June 05<sup>th</sup>, 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.*

***Context:***

Under the overall supervision of the Chief of Mission (CoM) and RMO in Iran and the direct supervision of the Senior Finance Assistant, the successful candidate will be responsible and accountable for managing the resources management functions at IOM Iran.

***Core Functions / Responsibilities:***

1. Assist in managing financial resources by monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations.
2. Assist in preparing annual budget submission and revisions including estimating staff cost as well as rental and utilities, office equipment and supplies, printing, and other contracts, services or running expenses, to include in the budget.
3. Extract and input data from various sources in financial or accounting systems.
4. Assist providing guidance in accounting, budget and financial related issues.
5. Assist in the preparation of the payroll by executing validity checks on monthly payroll results.
6. Reviews all types of payments starting from purchases to payment requests verifying that they are duly authorized, and all the supporting documents are attached therewith;

7. Verify vendor claims for accuracy and conformance with IOM finance policies and instructions.
8. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered.
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 completion of all posted payments and other accounting documents according to the established standards.
12. Responsible for the Petty Cash of the office.
13. Extract and input data from various sources in financial or accounting systems.
14. Respond to accounting, budget, or financial queries regarding data from staff in the unit and elsewhere.
15. 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.
16. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered.
17. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.
18. Ensure proper and systematic filling/e-filling of all posted payments and other accounting documents according to the established standards.
19. Responsible for the Petty Cash of the office.
20. Perform other related duties as required.

## ***Required Qualifications and Experience***

### **Education**

- Bachelor's degree in accounting, Finances, or related fields with three years of relevant professional experience or,
- High School diploma with five years of relevant 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 computer literacy in particular MS Office
- Ability to work with national and international institutions.
- Ability to prepare clear and concise report.
- Knowledge of SAP highly desirable.
- Knowledge of data protection guidelines and principles is an advantage.
- Good filing and organizational skills.
- Knowledge of IPSAS highly desirable.

### **Languages**

- Fluency both written and oral, in local language (Persian) and English is required.

### ***Required Competencies***

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

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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**

- 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.

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

Interested candidates are requested to fill the Personal History Form attached and send it together with their CV and cover letter to the following address: [iomtehran@iom.int](mailto:iomtehran@iom.int) no later than **05<sup>th</sup> June 2023**. Please take note that the vacancy notice number must be referred to in your application and/or cover letter. In order for an application to be considered valid, IOM only accepts profiles duly completed. Only shortlisted candidates will be contacted.

### ***Posting period:***

From 22.05.2023 to 05.06.2023