



United Nations Educational,
Scientific and Cultural Organization

UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 192 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Post title **Assistant Accountant**
Organisational unit **Financial Reporting & Accounts Section, Bureau of the Comptroller (BOC)**
Duty station Paris, France
Grade P-1/P-2
Post number BOC-063
Closing date **27 November 2007**

Main responsibilities Under the overall authority of the Director of the Bureau of the Comptroller and the direct supervision of the Chief of Financial Reporting and Accounts Section, the incumbent will be responsible for the following tasks:

- Take charge of all financial accounting aspects of the various funds within a given Business Area including the timely regular financial closings and presentation of reports for consolidation within the financial statements of UNESCO.
- Prepare individual Financial Statements for several funds and analyse resulting figures and report thereon to senior management.
- Prepare documents for, and respond to questions raised by, the External Auditors as necessary.
- Contribute to the preparation of the official UNESCO Financial Statements in particular in respect of the Notes to Accounts ensuring completeness and transparency.
- Develop information and control reports from the existing systems and make optimal use of available reporting tools.
- Through knowledge sharing and task rotation actively participate in the everyday operations of Financial Reporting and Accounts Section with a view to improving the service provided.
- Participate actively in the International Public Sector Accounting Standards adoption process.

- Profile**
- Advanced University Degree in finance, economics, business administration or related field combined with a recognised accounting qualification.
 - At least 2 – 4 years of relevant professional experience in an accounting or financial auditing role.
 - Sound knowledge of International Accounting Standards and Public Sector Accounting.
 - Good interpersonal and communication skills.
 - Knowledge of SAP (financial module).
 - Excellent knowledge of English or French and a good knowledge of the other language.

Conditions of employment UNESCO's salaries are calculated in US dollars but mainly paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration in local currency will start from around €43,400 (€40,900 if without dependants) for P-1 and from around €54,800 (€51,400 if without dependants) for P-2, exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependent children, pension plan and medical insurance. The initial appointment, which is for two years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's job rotation policy. UNESCO is a non-smoking Organization.

How to apply When applying for UNESCO vacancies, please only use the online recruitment system at www.unesco.org/employment. Candidates without access to the Internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to *Chief, HRM/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France*, before the closing date, quoting the post number: **BOC-063**. UNESCO does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting payment of a fee, please contact: Recrutweb@unesco.org.

Women as well as nationals from non- or under-represented Member States are encouraged to apply

Non- or under-represented Member States as of September 2007 (please check at www.unesco.org/employment for the latest situation): Andorra, Angola, Antigua and Barbuda, Armenia, Austria, Azerbaijan, Bahamas, Bahrain, Belize, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Colombia, Comoros, Cook Islands, Cyprus, Djibouti, Dominica, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Ghana, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Honduras, Hungary, Iceland, Indonesia, Iraq, Jamaica, Kazakhstan, Kiribati, Kuwait, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Malaysia, Maldives, Marshall Islands, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Paraguay, Qatar, Republic of Korea, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Slovenia, Solomon Islands, Suriname, Swaziland, Switzerland, Tajikistan, Thailand, Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, Ukraine, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam.