



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## UNHCR Representation in China

### Vacancy Announcement

Office of the United Nations High Commissioner for Refugees (UNHCR) invites applications for the below post.

Functional Title: Senior Finance Assistant  
Position No.: 10029471  
Contract/Grade: Fixed Term Appointment, G5  
Duty Station: Beijing, China  
Section/Unit: Administration/Programme  
Entry on Duty: Immediate  
Duration: One year (extendable subject to satisfactory performance and availability of funds)

**Application closing date: 22 August 2021 (before 23:59 Beijing time)**

### 1. General Background

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to provide protection (including assistance) and seek durable solutions for millions of refugees around the world. In the People's Republic of China, UNHCR registers and conducts refugee status determination for those seeking asylum, working to help refugees find solutions to their situations. UNHCR is involved with ensuring support for the protection of refugees and works with Government authorities to build domestic capacity. In addition, it has a specific mandate for the prevention and addressing situations of statelessness.

### 2. Operational Context

The Senior Finance Assistant will be supervised by the Associate Administration Officer who defines work objectives and provides regular advice and guidance. The incumbent also refers to UNHCR Manuals and relevant policy papers on financial issues. The incumbent assists with the processing of financial transactions. S/he keeps frequent contact with staff at various levels in the office and with bank officials to exchange information.



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### 3. Responsibility

- Maintain financial records for project or other office accounts for which responsibility is assigned. Record receipts and payments, assure accuracy of computation and completeness of documents and maintain continuing status of allotments against obligations;
- Prepare recurring reports on assigned accounts, noting problems resulting from excess cost or less-than-expected receipts. Prepare special reports to clarify problems or as requested for other reasons;
- Calculate and compile cost estimates and projected budget requirements and assist in preparation of budget statements for area of assignment;
- Prepare routine correspondence and maintain contracts with others to discuss matters concerning accounts and related assignments;
- Maintain contacts with local banks to clarify questions pertaining to office bank accounts;
- Brief and assist new staff on basic financial procedures and requirements with respect to payments, entitlements, banking and currency provisions and other requirements relating to accounts and finance;
- Perform other related duties as required.

### 4. Essential Minimum Qualifications and Professional Experience Required

- 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher
- Certificates and/or Licenses: Accounting; Business Administration; Finance;HCR Learning Prog;
- Functional Skills: IT-Computer Literacy; FI-PeopleSoft Financial Management;UN-UN/UNHCR Financial Rules and Regulations and Procedures;IT-Microsoft Office Productivity Software;
- Fluency in English and working knowledge of another relevant UN language or local language.

### 5. Competency Requirements

- **Core Competencies**: Accountability; Communication; Organizational Awareness; Teamwork & Collaboration; Commitment to Continuous Learning; Client & Result Orientation;
- **Cross-Functional Competencies**: Analytical Thinking; Technological Awareness; Planning and Organizing;



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Applicants who wish to be considered for this vacancy should send their (i) Letter of Motivation, (ii) CV, and (iii) signed Personal History Form (available at [http://www.unhcr.org/hk/wp-content/uploads/sites/13/2017/10/UNHCR\\_Personal\\_History\\_Form\\_October-2017.zip](http://www.unhcr.org/hk/wp-content/uploads/sites/13/2017/10/UNHCR_Personal_History_Form_October-2017.zip)) by email to [chibe@unhcr.org](mailto:chibe@unhcr.org) with subject “Senior Finance Assistant G5 (Post No. 10029471)” no later than 22 August 2021 (before 23:59 Beijing time).

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**Note:**

- 1) Incomplete applications will not be considered.**
- 2) Only those short-listed for interviews will be notified and invited for written test and interview.**
- 3) UNHCR strongly encourages qualified female applicants to apply for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.**
- 4) Emails sending from domain @126.com, @163.com and @qq.com will be blocked in UNHCR account.**