

## Accounts Assistant, GS4, (TA) East Jerusalem, State of Palestine (up to 30 June 2017)

**Job no:** 499268

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**Work type:** Temporary Appointment

**Location:** State of Palestine

**Categories:** Support: Operations, G-4

If you are a committed, creative professional and are passionate about making a lasting difference for children, the world's leading children's rights organization would like to hear from you. For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments. UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.

### Key Expected Results

1. Support in the preparation of periodic accounting records by recording receipts and disbursements (ledgers, cash books, vouchers, etc.) and reconciling data for recurring or special reports.
2. Maintains contacts with local banks for verifying account status, obtaining approval for cheque clearances, verifying currency exchange rates, and similar direct transactions.
3. Compiles and verifies budget and accounting data by researching files, calculating costs, and estimating anticipated expenditures from readily available information sources.
4. When authorized, makes disbursements from petty cash funds, maintains records of these disbursements and balances accounts, as required.
5. Assists newly arriving or departing staff members with opening or closing bank accounts, exchanging currency, and other financial matters.
6. Performs other duties, as required

### Qualifications of successful candidate

#### Education

Completion of secondary education is required with professional/university level courses in Accounting and Finance/Business administration considered as an asset

#### Work Experience

**4 years** of progressively responsible clerical specialized experience in accounting is required. Knowledge and skills in using standard office computer applications. \_

**Office Management Skills** – Four years of office support work experience in the area of accounting. Ability to work with minimum supervision. Ability to extract and format data and to solve operational problems. Ability to organize own and others work, set priorities and meet deadlines. Ability to handle work quickly and accurately under time constraints

#### Language Proficiency

Fluency in English and Arabic

#### Competencies of Successful candidate

##### Core Values

- Commitment
- Diversity and inclusion
- Integrity

##### Core competencies

- Communication
- Drive for Results
- Working with People

##### Functional Competencies:

- Analyzing
- Learning and Researching
- Planning and Organizing

- Following Instructions and Procedures
- Applying Technical Expertise

**Deadline for Receipt of Applications: 4 October 2016**