



VACANCY NOTICE ND/Admin/04-19

The International Centre for Genetic Engineering and Biotechnology (ICGEB), established in 1983, is an international, intergovernmental organisation conceived as a Centre of excellence for research, training and technology transfer to industry in the field of biotechnology to promote sustainable global development. The Centre conducts innovative research in life sciences and strengthens the research capability of its over 60 Member States through training, funding programmes and advisory services. Located in Trieste (Italy), New Delhi (India) and Cape Town (South Africa), and in collaboration with over 40 Affiliated Centres worldwide, the three ICGEB Components provide a scientific and educational environment of the highest international standards. Further information available at <https://www.icgeb.org>

The ICGEB invites applications for the post of Senior Accounts Assistant/Accountant

POST TITLE: Senior Accounts Assistant/Accountant

DUTY STATION: New Delhi

DATE REQUIRED: 1 June 2019

DURATION & REMUNERATION: The post is full-time, with an initial Fixed term appointment for one year, with a probation period of three months and the possibility of further extensions subject to performance. The post foresees an attractive salary package within the United Nations Common System at a level GS 5 to GS 6 commensurate with the incumbent's qualifications and experience, including participation in the United Nations Joint Staff Pension Fund and health insurance.

DUTIES: Under the overall supervision of the Administrative Officer, the incumbent will assist in the following:

- Prepare and maintain monthly imprest accounts (USD and INR);
- Analyse disbursements in accordance with the allocation of budget under various budget lines and monitor expenditure;
- Apply due diligence w.r.t. the respective administrative instructions and prepare all disbursements under all heads after checking and verifying all related documentation such as invoices, purchase orders, etc.;
- Prepare monthly status position of availability of funds, comparing budget allocations including balances remaining on MODs where applicable, with current levels of expenditures and report to management in a timely manner;
- Prepare responses to all correspondence related to budget

management referring to Administrative Officer as required for guidance/or approval;

- Prepare responses to all correspondence relating to monthly imprest accounts;
- Monitor on a monthly basis the trend of expenditure in liaison with procurement and maintenance units. Co-ordinate with stores, purchase and personnel units for budget control and disbursements;
- Provide details of non-expendable equipment for the notes to the annual financial statement;
- Co-ordinate with Group Leaders/Scientists for course/workshops budget, settlement of bills with reference to honorarium, travel registration fee, local hospitality and miscellaneous expenditure and in all matters related to workshops, courses and symposia;
- Prepare the list of liabilities annually;
- Consolidate and provide monthly accounts in respect of external funds to the concerned units.

QUALIFICATIONS AND ESSENTIAL SKILLS:

- Candidates should be Post-graduate in Financial or Accounting Management with a minimum of 10-15 years of progressively responsible experience in financial and accounting management in a reputed International/National Organization/Institutes/University, etc. Experience in the UN common system or equivalent Financial system is an added advantage. Must have advanced working knowledge of MS Excel, TALLY and SAP. The incumbent should also have excellent verbal and written communications skills.
- Knowledge of, or exposure to, the International Public Sector Accounting Standards (IPSAS) would be required.

DESIRED SKILLS:

- Preferred age group 35-50 years.
- Proven experience in a responsible position for interaction with internal and external auditors of an international stature on issues of audit is essential.
- Working knowledge of preparation of Balance sheet.

LANGUAGES: English and Hindi essential

APPLICATION DEADLINE: 8th May 2019

Candidates should submit their full CV by completing the ICGEB's Personal History Form available online at: <https://www.icgeb.org/about-us/work-with-us/>, together with a cover letter outlining motivation for application and full contact details of three referees.

Applications should be addressed to Personnel Unit, ICGB, New Delhi, India
E-mail: icgeb.ndpersonnel@gmail.com, quoting reference ND/Admin/04-19
"Senior Accounts Assistant/Accountant" no later than **8th May 2019**.