

United Nations Development Programme

Regional Centre in Bangkok
Serving Asia and the Pacific



PC 02/10

02 September 2010

To: All Staff of UNDP and Related Offices
All UN Agencies in Bangkok

From: David Allen
Chief of Operations

Subject: Vacancy Announcement

Please find attached a Vacancy Announcement for the following post:

Finance Temporary Assistant, UNDP Asia-Pacific Regional Centre

Interested candidates should submit a detailed resume, UN Personal History Form (P11) and a cover letter clearly stating the position title by **15 September 2010** to:

Procurement Unit
G.P.O. Box 618, Bangkok 10501
or e-mail to: rcb.procurement.th@undp.org

Please visit <http://www.undp.or.th/aboutus/jobs.html> for more details.

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UNDP Asia-Pacific Regional Centre
TERMS OF REFERENCE

Title: Finance Temporary Assistant
Type of Contract: Special Service Agreement
Duration : October 2010 – January 2011 (Up to 4 months)
Duty Station: Bangkok

Background

In order to handle the increasing work volume in the last quarter of the year, which mainly include payments of project expenditures, billing of cost recovery, recording of related adjustments & corrections, and retrieving reporting data as assigned. The work also includes filing of vouchers and their supporting documents of payments made in the recent years.

Objectives of the Assignment

To process payments and bill cost recovery with high accuracy and in a timely manner. To also handle filing of payment-related as well as other accounting documents.

Scope of Work

Payment processing

- Under a guidance of Finance Supervisor and Finance Associate, review payment request to ensure correct calculation, proper authorization and sufficient supporting documents e.g. receipts, invoices and signed agreements.
- Properly create timely and accurate vouchers in PeopleSoft ERP System
- Arrange for vouchers to be approved.
- Maintain the proper filing system of finance records and documents.
- Record miscellaneous corrections and adjustments thru journal vouchers

Cost-recovery

- Enter journal vouchers for Cost Recovery billing

Reporting

- Retrieve data from PeopleSoft ERP System as assigned.

Other tasks as assigned

Duration of Assignment, Duty Station and Expected Place of Travel

Duration : Up to 4 months during October 2010 - January 2011

Duty Station : Bangkok

Deliverables/Output

- Timely and accurate payment vouchers in PeopleSoft ERP System
- Proper filing system

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- Timely and accurate journal vouchers for Cost Recovery billing
- Timely and accurate journal vouchers for corrections and adjustments required
- Timely and accurate data retrieved from PeopleSoft ERP System

Provision of Monitoring and Progress Control

The incumbent will be under supervision of the Finance Supervisor, and with close guidance of Finance Associates and Finance Assistants whose work are assisted by the person.

Degree of Expertise and Qualifications

- Thai Nationality
- Bachelor degree. Degree in accounting would be an advantage
- 1-2 years of relevant experience
- Good computer skill especially in Microsoft Excel
- Proactive and service-mind
- Fluency in English

Please visit <http://www.undp.or.th/aboutus/jobs.html> to see full job descriptions. Interested persons should submit a detailed resume and UN Personal History Form (P11) with a cover letter clearly stating the position title by 15 September 2010. Women candidates are encouraged to apply. Kindly send the application to:

Procurement Unit

G.P.O Box 618, Bangkok 10501 or email to: rcb.procurement.th@undp.org

Only shortlisted candidates will be notified