



UNESCO contributes to peace and human development by furthering international cooperation through its programmes in education, sciences, culture and communication. Our overriding goal is to respond effectively to present and future challenges, and to ensure a better world for future generations. With its 188 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of 55 Offices and several Institutes.

Please be informed about the **Special Service Agreement** opening in our Office, for which written applications with Curriculum Vitae, will be accepted up to the closing date.

UNESCO Brasília Office is recruiting for

Post title: **Finance Assistant**
Based: Brasilia Office
Closing date: **05 November 2009**
REF: **FA/IMPREST/01/09**
Recruitment: External/Internal

Purpose of post: Under the authority of the Director of the Office, the supervision of the Deputy Director for Corporate Services and the direct supervision of the Chief of Imprest Unit, the incumbent will perform the following functions:

Main responsibilities:

- Maintain contacts with the Donor (Projects) to support and exchange information when requested;
- Prepare accounting reports to clarify problems or as requested for other reasons;
- Prepare routine correspondence and maintains personal and telephone contacts with others to discuss matters concerning accounts and related assignments;
- Perform activities related to the Monthly Account closure;
- Assist the head of the Unit on functional processes;
- Prepare managerial reports to attend internal and external (HQ) demands - whenever requested;
- Post Accounting adjustments;
- Perform Daily Accounting and Bank Reconciliation;
- Control and register receipts and expenses;
- Perform other duties as requested.

Profile: Completion of Secondary Education - Graduation in Accounts or Economic Sciences will be an asset. Minimum of 4-5 years of experience in accounting clerical work; Excellent knowledge of Microsoft package. Good SAP knowledge is desirable. Languages required: Excellent Portuguese and very good working knowledge of English or French. Profile competence required: attention to detail, information gathering and processing, initiative and discretion.

Conditions of employment: Gross Monthly salary of **4.195,08 Reais**. The initial contract will be until the end of 2009. Renewal of contract will be subject to satisfactory service.

How to apply: Candidates should send application to UNESCO Human Resources Unit in Brasilia, by e-mail trabalheconosco@unesco.org.br or by mail to UNESCO Brasília Office, SAS - Quadra 5 – Bloco H - Lote 6 Ed. CNPq/IBICT/UNESCO - 9º andar, CEP: 70.070-914 – Brasília /DF – Brazil, attaching an updated Curriculum Vitae (on the official UNESCO form preferably).

POST TITLE AND REF NUMBER MUST BE MENTIONED IN THE SUBJECT OF THE E-MAIL APPLICATION. APPLICATIONS SUBMITTED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.

Issue date: 30 October 2009.