



## **TERMS OF REFERENCE (TOR) for GSSC Short Term Accounts Assistant**

### **BACKGROUND**

UNDP, as an integral part of its mission to fight poverty and improve the lives of people around the world, is committed to being open, transparent and accountable. As part of this commitment, UNDP will adopt International Public Sector Accounting Standards (IPSAS) by January 2012.

UNDP has established in Kuala Lumpur, a Global Shared Service Centre (GSSC) to provide IPSAS transactional recording (in the areas of revenue, expenses and fixed assets), advisory and support services to UNDP Offices worldwide, and to provide training to UNDP Offices where needed.

Under the supervision of the Deputy Chief of the GSSC, the Accounts Assistant supports the GSSC and its multiple client offices internationally with accounting and related services for revenue, expenses and asset management processes. The Accounts Assistant promotes a client-oriented approach consistent with UNDP rules and regulations, ensuring a high quality and accuracy of work.

The Accounts Assistant works in close collaboration with all staff of the GSSC to support client offices in resolving complex IPSAS-related issues, ensuring consistency in service delivery.

**This is an entry level position which would suit recent financial graduates that want to gain hands on exposure with a Global Financial Services Centre and experience in working for the United Nations.**

### **SCOPE OF WORK**

#### Surge Support

During periods of Peak Volume and Exceptional Activities, provide support and assistance to the Regional Teams or Functions with the processing of Revenue, Asset or Expense transactions including;

- Document Preparation Review and Filing

- Preparation of Asset, Revenue or Expense Transactions for Input
- Basic Input of Transactions to pre-Approval stage
- Reconciliation of Transaction of Tracking systems
- Closing of Completed Tasks and reconciliation of Outstanding tasks

#### Additional Asset Work

- Asset Verifications; Perform, Analyse and Summarise the review of the Asset Verification Submission
- Inter Modular Reconciliations; Perform and Analyse the Reconciliation between Atlas Modules in relation to Asset Transactions
- Financial Review; Perform, Analyse and Summarise the Financial Impacts by period of the Asset Transactions processed by the GSSC.
- Data Analysis and Update; Add, Update, Correct or Amend to the Tracking Analysis Data and perform Ad Hoc Reviews

#### Additional Revenue Work

- Regional Bureaux Required Data; Design, Develop and Implement the Regional Bureau monthly update which provides the information of the GSSC activities
- Assist in the Implementation of the AR Balance Sheet Reviews and Past Milestones Analysis
- Assist with the following Revenue Projects , requiring data analysis and implementation
  - Project Activated, Amount not Allocated
  - Pending Projects Review
  - GLOC Projects Review

#### General Data Analysis, Reconciliation and Clean Up

- Assist with the Dashboard Implementation for the GSSC, including testing, analysis and results review to ensure data quality and accuracy
- Assist with tasks related to General Dashboard or Data clean up exercises as determined internally or assigned by HQ/OFA
- Tracking Analysis will require update, past case review, additional information on an adhoc basis

**DURATION** Period of 1 Year with possibility of extension

### **DELIVERABLES & TIMELINE**

- **Workplans will be agreed on a monthly basis in advance subject to the Scope of Work (above) and in consideration of the workload priorities at that time.**

### **ELIGIBILITY**

Candidates must be Malaysian Citizen or Resident (with valid work permit). People with disabilities and other rightly qualified people are encouraged to apply.

### **EDUCATION REQUIRED**

At a minimum, third level qualifications (Degree) in Finance, Accounting, Business or Administration and interested in pursuing Professional Accounting Qualifications.

### **SKILLS & KNOWLEDGE REQUIRED**

- Sound knowledge of Accounting Principles and Concepts including international accounting standards, accrual and asset accounting
- Financial and Data Analysis using Microsoft Office tools
- Numerate, attentive to detail and customer focused
- Relevant financial work experience is desirable

### **MONTHLY PAYMENT**

From RM2,000 to RM4,000 monthly depending on Qualifications and Experience.

### **OTHERS**

40 Working Hours per week which will include occasional evening hours (until midnight) on a scheduled basis.