



UNITED NATIONS UNIVERSITY

**RELIEF FINANCE OFFICER
Tokyo**

United Nations University (UNU) is an international community of scholars engaged in research, postgraduate training and dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its member states and peoples.

We are now seeking a Certified Public Accountant (or equivalent) as a Relief Finance Officer located at the UNU Centre in Shibuya: charged with managing a wide variety of accounting and finance activities through a small international team. Start date would be as soon as possible.

You would be engaged on a short-term, full-time, contract basis for 6 months or more and immediate challenges would be: familiarisation with the UNU in-house computerised financial system; responsibility for the consolidation and closure of the accounts for the Centre and 10 offices world-wide; preparation of pro-forma financial statements for submission to the UN Secretariat in New York; and oversight of staff responsible for accounts payable, accounts receivable, budgetary management and control, and travel services.

- You have a university degree in a business-related discipline and CPA or Chartered status, a minimum of 5 years post qualification work experience in finance and accounting, experience with computerized financial systems with advanced knowledge of databases and spreadsheets; supervisory experience and fluency in English. You should also possess good analytical skills and business acumen, preferably with strong project management skills.

Applications should be sent by mail or fax to:

Mail: Personnel Unit
United Nations University Headquarters
53-70 Jingumae 5-chome
Shibuya-ku
Tokyo 150-8925

Fax: (03) 5467 1367

Applications from suitably qualified women and candidates originating from developing countries are particularly encouraged. We regret it will not be possible to acknowledge applications. Only short-listed candidates will be contacted.

This vacancy is limited to persons residing in Japan, including non-Japanese holding a valid working visa. No relocation allowances will be paid.