



**Permanent Mission of The State of Eritrea
To the United Nations, New York**

VACANCY ANNOUNCEMENT

The Permanent Mission of Eritrea to the United Nations is inviting Eritrean National applicants suitably qualified for the post of Finance Officer. The post is part-time (flexible hours) post.

Title: Finance Officer
Duty Station: New York City
Start date: As soon as possible
Deadline for application: 15 February 2019

Qualifications required: Bachelor or Associate degree in Accounting or Finance with, at least, 3 years' experience in accounting and/or finance. Good knowledge of computer software (MS Word and Excel) is a must. Knowledge of Tigrinya or Arabic is a plus.

Principal duties: Under the supervision of the Head of Administration, the finance officer is expected to perform the following tasks.

1. Handle all financial matters of the Mission
2. Prepare and submit draft annual budget to the Head of Administration
3. Ensure that expenditures are in line with the approved budget and submit periodic reports for submission to Asmara
4. Reconcile bank statements at the end of each month
5. Maintain proper financial records
6. Make timely payments for approved invoices/bills
7. Deposit all receipts as soon as they are received
8. Pay staff salaries
9. Perform other duties assigned by his/her supervisor

Salary: Negotiable on the basis of qualification and experience.

Please send an e-mail with your recent CV, including a contact number, to general@eritreauun.org. Only shortlisted candidates will be notified and invited to come in for an interview. If you have any inquires in regards to this vacancy, you can contact us at the Eritrean Mission to the United Nation (212) 687.3390.