



The Abdus Salam

International Centre for Theoretical Physics



Post Title: Senior Accounting and Finance Assistant
Domain: Budget and Finance Unit (BFU)
Post Number: 1ITSC 0950TP
Grade: G-7
Organizational Unit: Abdus Salam International Centre for Theoretical Physics
Primary Location: Trieste, Italy
Recruitment open to: Internal and external candidates
Type of contract: Fixed term
Deadline (midnight Trieste time): **30-SEP-2026**

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

Founded in 1964 by the late Nobel Laureate Abdus Salam and located in Trieste (Italy), the Abdus Salam International Centre for Theoretical Physics (ICTP) seeks to accomplish its mandate by providing scientists from developing countries with the continuing education and skills that they need to enjoy long and productive careers. ICTP has been a major force in stemming the scientific brain drain from the developing world. For more than 50 years, ICTP has been a driving force behind global efforts to advance scientific expertise in the developing world.

Under the overall authority of the Senior Operations Officer and the direct supervision of the Head of Unit, Budget and Finance, the incumbent plays a lead role in performing a variety of specialized tasks in finance and accounting, monitoring and reporting, ensuring compliance with relevant Financial Rules and Regulations, accounting standards and established procedures. The incumbent leads, plans and supervises the work of the Accounting & Treasury, Invoice Control, and Travel Teams to ensure efficiency of financial operations and compliance with UNESCO Rules and Regulations. The incumbent acts as Certifying Officer, is responsible for the preparation of the draft ICTP Financial Statements, and provides certified donor financial reporting. In the absence of the Head of Unit, the incumbent supports the business continuity of the daily operations of the Institute. Essential responsibilities include:

General Management and Coordination:

- Assist the Head of Unit in the overall management of financial resources; manage the work of the Accounting & Treasury, Invoice Control, and Travel Teams.
- Interpret financial and administrative policies; provide guidance and technical training to staff and implementing partners.
- Draft Standard Operating Procedures; monitor internal processes and recommend improvements; prepare statistical and status reports including periodic dashboards.
- Liaise with UNESCO BFM and other stakeholders on financial, administrative and accounting matters; represent the Section in relevant meetings as required.

Finance and Accounting:

- Maintain accurate records of financial transactions; provide expert advice on IPSAS application; manage monthly and yearly financial closure processes including voluntary contribution projects.
- Lead the analysis, follow-up and liquidation of unliquidated obligations (ULOs); carry out reconciliation, investigation and reporting of accounting data; perform bank reconciliation.
- Oversee the processing and monitoring of payments; verify invoices against goods and services provided; certify disbursements and commitments in line with rules and regulations.

Financial Reporting:

- Assist in the preparation of the annual IPSAS-compliant ICTP Financial Statements; coordinate interaction with External Auditors and respond to their inquiries.
- Provide certified donor financial reporting; organise and oversee independent audits and/or certification of project and implementing partner financial reports.
- Provide regular and ad hoc financial information to senior management and other stakeholders.

Asset Management and Additional Activities:

- Oversee the financial recording of assets (creation, transfer, disposal); assist in the verification of work in progress, inventories and assets to ensure they are safeguarded.
- Perform additional activities that may be required to ensure the success of the work team.

COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

- Accountability.
- Communication.
- Teamwork.
- Innovation.
- Results focus.
- Planning and organizing.
- Knowledge sharing and continuous improvement.

For detailed information please consult the [UNESCO Competency Framework](https://en.unesco.org/sites/default/files/competency_framework_e.pdf)
https://en.unesco.org/sites/default/files/competency_framework_e.pdf

REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical and/or vocational school.

WORK EXPERIENCE

- Minimum ten (10) years of progressive experience in finance, accounting or budget management.
- Expert knowledge of international accounting standards (IPSAS and/or IFRS) and their application in a public-sector or international organisation context.
- Proficiency in SAP or a similar ERP system; experience in financial closure processes and accounts reconciliation.

SKILLS/COMPETENCIES

- Strong numerical, analytical and problem-solving skills; ability to interpret financial and administrative standards and resolve complex issues.
- Excellent computer skills including advanced MS Office (Excel, Word, PowerPoint); ability to consolidate data and produce financial reports with accuracy.
- High degree of accuracy, discretion and sense of confidentiality; team and service-oriented, with emphasis on quality, efficiency and results.
- Ability to operate independently, prioritize competing demands and deliver under tight deadlines; proven capacity to lead and supervise a team.
- Experience in certified donor financial reporting and in organising or overseeing independent audits and/or certification of project and implementing partner financial reports.
- Knowledge of asset management processes, including financial recording of asset creation, transfer and disposal, and verification of inventories.

LANGUAGES

- Excellent knowledge (spoken and written) of English and Italian.

DESIRABLE QUALIFICATIONS

EDUCATION

- Professional certification in Finance or Accounting (e.g. CPA, ACCA, CIMA or equivalent).

WORK EXPERIENCE

- Experience in a UN system organisation or international not-for-profit organisation.
- Knowledge of UNESCO/UN Financial Rules and Regulations.

ADDITIONAL INFORMATION

Only candidates who are entitled to work in the E.U. may apply to this position. Please note that for this position UNESCO will not reimburse expenses such as travel in connection with interviews, tests and relocation.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

For more information in benefits and entitlements, please consult [ICSC website](#) and [UNESCO's career website](#).

MORE INFORMATION

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the UNESCO careers website. No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

Candidates must use the UNESCO's online application system which is accessible through the following links:

For current UNESCO fixed-term staff members: *UNESCO Intranet* > *Tools* > *HR Apps* > [Careers](#). If you are working remotely, you should connect to Careers portal through *connect.unesco.org*

For all other candidates: <https://careers.unesco.org>

For information: Personnel Office, Abdus Salam International Centre for Theoretical Physics, Strada Costiera, 11, 34151 Trieste, Italy.

E-mail: personnel_office@ictp.it, phone: +39-040-2240-595/596/695

AN ASSESSMENT EXERCISE MAY BE USED IN THE EVALUATION OF CANDIDATES.