

## Call for Expression of Interest

<b>Post Title:</b>	Senior Financial and Treasury Specialist	<b>Duty station:</b>	Rio de Janeiro, Brazil
<b>Reference:</b>	UNWTO/HHRR/CFE/09/ROAM/2026	<b>Start Date:</b>	
<b>Area/Type:</b>	V/5A	<b>Duration:</b>	12 months
<b>Operational Department:</b>	Regional Office for the Americas	<b>Contractual Status:</b>	Service Contract
<b>Functional Department:</b>	Budget and Finance	<b>Deadline for application:</b>	<b>28 May 2026</b>

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### DUTIES AND RESPONSIBILITIES

The **World Tourism Organization (UN Tourism)** is the United Nations agency responsible for the promotion of responsible, sustainable and universally accessible tourism.

UN Tourism is currently looking for a Senior Financial and Treasury Specialist for its **Regional Office for the Americas**. The **Regional Office for the Americas** supports and implements activities in the region in line with UN Tourism's Programme of Work. It is also responsible for the coordination, follow-up and reporting of the activities undertaken in the Americas through continuous relations with Member States, as well as with the Affiliate Members in the region, ensuring a fair, yet strategic, geographically balanced repartition of UN Tourism activities.

Under the operational supervision of the Director, Regional Office for the Americas and the functional supervision of the Chief, Budget and Finance Department, the incumbent performs the following duties:

#### Finance:

1. Reviews the correctness and carries out corrective actions of registered transactions on purchase, sales, accounts payable and receivable management documents within the financial information management system of the Organization;
2. Provides information on the status of transactions, guidance and replies to queries, acts as helpdesk and main focal point for colleagues from outside the department on the organization financial management system as well as on financial procedures, and follows up on communications until final resolution;
3. Verifies invoices, pro-forma invoices, reminders of payments and communications, organizes invoices supporting documentation and maintains appropriate numerated registers;
4. Prepares financial reconciliations (including those related to agreements/MoU and procurement contracts) and reports and administrative documents, as scheduled, and special reports, as required, and deal with internal communications;
5. Maintains register, analyses and reviews agreements, memoranda of understanding (MoU), procurement contracts, purchase orders (POs), official communications, and reports with financial components for their compliance against exiting rules and regulations including financial reporting compliance or refers them to the appropriate personnel proposing actions to be taken;
6. Independently handles, or refers to the appropriate personnel, a variety of verbal and written inquiries in regard to agreements and other financial verifications, including the provision of

information on processes and procedures related to a range of finance related activities, and liaises with other personnel to obtain or provide relevant information or to clarify incomplete and inaccurate financial data, until its final resolution;

7. Prepares donor agreements invoices, pro-forma invoices, reminders of payments and communications, organizes invoices supporting documentation and maintains appropriate numerated registers;
8. Verifies other invoices, pro-forma invoices, reminders of payments and communications, organizes invoices supporting documentation and maintain appropriate numerated registers;

**Treasury:**

9. Provides support in preparing and processing of UN Tourism payments to Third Parties, ensuring that disbursements are made based on proper authorizations and supporting documentation. Reviews that banking information is complete and valid for banking operations. follows-up payments until disbursement is made. Liaises to solve any problems that may arise;
10. Assists in liaising and coordinating with banks and financial institutions to solve any issues, supports services for banking conditions, interest rates, commissions and any other matters required by UN Tourism or banks. Prepares and monitors banking documentation for approval and proper signature, including authorizations, for investments, Direct Debits, Credit Charges, etc. Maintains control of credit cards and banking cards and any other banking related product. Deals and responds queries;
11. Monitors bank balances daily, bank accounts, deposits, interest, maintenance commissions and other banking aspects. Issues treasury official receipts and act as bank signatory if required;
12. Prepares and provides monthly and annual treasury and bank balances reports, reconciliation reports, as well as other related treasury documentation. Prepares and monitors bank letters for bank balances, authorized signatures and other related treasury documentation. Responds to external audit queries when required;
13. Prepares and manages documentation of VAT refund claims to Tax Agency as well as related Verbal Notes;

**General responsibilities:**

14. Archives and maintains proper filing of documents;
  15. Remits documentation, especially banking documentation, when required;
  16. Assists in the provision of information to stakeholders, as required; monitors the related audit trails; participates in meetings as required including preparation of documents, minutes and logistics;
  17. Assembles and maintains records and files; contributes to the preparation of briefs, statistics, reports, and provides general office support services;
  18. Performs other related duties as required.
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## REQUIREMENTS

- Academic**
- Advanced university degree (Master's degree or equivalent) in a field related to the activities of the department; an advanced university degree in another discipline may be accepted in lieu if it is pertinent to the requirements of the post and in combination with additional relevant professional experience;
  - A professional accounting qualification (e.g. Certified Public Accountant, Chartered Accounting, Association of Chartered Certified Accountants or equivalent) is an asset.
- Experience**
- Minimum of five years of progressively responsible professional experience in accounting, finance, economics, public or business administration.
- Languages**
- Fluency in both English and Portuguese is essential;
  - Fluency in Spanish is an asset;
  - Good working knowledge of another of the official languages of the Organization (Arabic, Chinese, French, or Russian) is desirable.
- Computer Skills**
- Computer literacy in Microsoft Office software and Windows 11;
  - Experience with Enterprise Resource Planning (ERP) systems is an asset.
- Other Skills and Competencies**
- Excellent organizational skills, commitment, delivery on deadlines, eager to learn and improve;
  - Analytical, creative and organizational skills; specially orientated to collect data, interpret and analyze it, and develop conclusions / solve problems / suggest improvements. Proactiveness on learning and solving problems;
  - Good schematic and summary skills;
  - Strong oral and written communication skills in the languages required, as indicated above in order to liaise with the internal team and overall Organization;
  - Demonstrated ability to work independently within assigned areas, showing initiative and judgment;
  - Sense of responsibility and commitment;
  - Demonstrated ability to work under pressure and on meeting tight deadlines;
  - Ability to perform a wide variety of tasks and under pressure
  - Demonstrated ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
  - Previous experience in the United Nations or another international organization would be desirable

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**Remuneration and Other Conditions** The monthly remuneration of the selected candidate would be **BRL 20,470 – BRL 26,665**. The Service Contract holder will be affiliated to the UN Tourism health insurance plan (co-shared scheme in conformity with the Organization's procedures). The Organization will contribute 13% of the aforementioned monthly remuneration to the individual's pension scheme.

**Application  
Procedure**

Interested applicants are requested to complete the [Online UN Tourism Personal History Form](#). Please note that UN Tourism will only accept applications received through our web-based system. Applications sent by other means (e.g. post, email, etc.) or received after the deadline indicated above, will not be taken into consideration.

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- **As per UN Tourism's policy on contractual mechanisms, the maximum length of service for Service Contracts shall be limited to three years, extendable on an exceptional basis up to a total of four years;**
- Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;
- Short-listed candidates may be asked to take a competitive exam and/or interview as part of the final phase of the selection process. These candidates will be contacted directly for this purpose;
- **There is no guarantee either that the initial contract will be renewed or that a career appointment within UN Tourism will subsequently be offered. Any extension beyond the advertised duration is subject to the availability of funds and necessities of service.**