

Call for Expression of Interest

Post Title:	Senior Finance and Accounting Specialist	Duty Station:	Riyadh, Kingdom of Saudi Arabia
Reference:	UNWTO/HHRR/CFE/20/ROME/2026	Start Date:	As soon as possible
Area/Type:	V/5A	Duration:	12 months
Operational Department:	Regional Office for the Middle East		
Functional Department:	Budget and Finance		
Contractual Status:	Service Contract	Deadline for Applications:	20 October 2026

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 Finance and Accounting Specialist for its Regional Office for the Middle East. The **Regional Office for the Middle East** 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 Middle East 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 Middle East and functional supervision of the Chief, Budget and Finance Department, the incumbent performs the duties described below in relation to the Regional Office for the Middle East (ROME):

Accounting

1. Carries out bookkeeping entries and updates records of UN Tourism financial accounting and budgetary transactions, including project budgets and agreements; scrutinizes source documents for completeness, accuracy and validity of charges; verifies erroneous charges and takes appropriate corrective accounting actions;
2. Analyses complex accounting transactions and makes recommendations to the supervisors; prepares worksheets and assists in the preparation of financial statements; performs accounting processes (e.g. quarterly and year-end closings; reconciles accounts to ensure appropriate balances; investigates erroneous or invalid entries and takes appropriate corrective actions;
3. Analyses accounting data and data related to the preparation of financial and administrative transactions, such as replenishment requests; carries out stocktaking of assets and inventories of UN Tourism, as required; reviews reports for completeness;
4. Ensures the integrity of data; reviews and reconciles financial accounts; effectively monitors receivables and payables, as well as internal controls over financial transactions;
5. Processes payrolls and assists in preparing other administrative transactions related to personnel and activities administered by ROME, as needed;

Finance

1. Reviews the accuracy of registered transactions and carries out corrective actions for purchase, sales, accounts payable, and accounts receivable documents within Organization's financial management

system;

2. Prepares financial reconciliations (including those related to agreements, Memoranda of Understanding (MoU) and procurement contracts), reports, and administrative documents as scheduled, as well as ad hoc reports, as required; handles internal communications;
3. Supports the cashier when required (e.g. supplier payments, on-line bank payments, issuance of official receipts, etc.) for transactions related to ROME;
4. Maintains registers, analyses and reviews agreements, MoU, procurement contracts, purchase orders (POs), official communications, and reports with financial components to ensure compliance with exiting rules and regulations; refers issues to the appropriate personnel and proposes actions to be taken;
5. Independently handles, or refers to the appropriate personnel, a variety of inquiries related to financial verifications; provides information on processes and procedures related to finance activities; informs stakeholders of the status of transactions; acts as the primary focal point for financial management matters concerning ROME and its activities.; liaises with relevant personnel to obtain or provide information and to clarify incomplete or inaccurate financial data until final resolution;
6. Prepares or verifies donor agreement invoices, pro forma invoices, payment reminders, and related communications; organizes supporting documentation and maintains properly numbered registers;

General responsibilities

1. Assists in providing information to stakeholders, as required; monitors related audit trails; participates in meetings, including the preparation of documents, minutes and logistics within the incumbent area of work;
2. Assembles and maintains records and files; contributes to the preparation of briefs, statistics, and reports; provides general office support services within the incumbent area of work;
3. Performs other related duties as required.

REQUIREMENTS

Academic	▪ Advanced university degree in a field related to the activities of the department: business management, business and international law, economics, accounting and finance; a university degree in another discipline may be accepted in lieu if it is pertinent to the requirements of the post and in combination with relevant professional experience.
Experience	▪ Minimum of five years of progressively responsible professional experience in accounting, finance, economics, public or business administration with at least three years of relevant work experience in controlling and accounting. Experience in treasury is an asset.
Languages	▪ Fluency in English and Arabic is essential; ▪ Good working knowledge of another of the official languages of the Organization (Spanish, 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 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.

Remuneration and Other Conditions The monthly remuneration of the selected candidate would be in the base range of **SAR 23,000 – SAR 30,000**, depending on previous professional experience, skills, and competencies. 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.**