



Finance Associate

Job title:	Finance Associate
Level:	GS-7
Position Number:	00004138
Location:	Kathmandu, Nepal
Full/Part time:	Full Time
Fixed term/Temporary:	Fixed Term
Rotational/Non Rotational:	Non-rotational
Duration:	1 Year Initially

The Position:

Under the guidance and direct supervision of the International Operations Manager, the Finance Associate provides leadership in execution of financial services in the Country Office ensuring effective and transparent utilization of financial resources and integrity of financial services. The Finance Associate promotes a client-oriented approach consistent with UNFPA rules and regulations.

The Finance Associate supervises and leads the support staff of the Finance Unit. The Finance Associate works in close collaboration with the operations, programme and project teams in the UNFPA Regional/District Offices for resolving complex finance-related issues and information delivery.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

In a global organisation, where many of our people are based in challenging environments, you will play a vital role in ensuring the smooth running of finance and oversight functions of the office ensuring compliance with corporate policies, rules and regulations. You will build close relationships with internal and external stakeholders, communicating regularly to support best practice in financial management and accountability tasks.

You will have strategic oversight of financial resources to support planning and decision making, with responsibility for assisting in developing and implementing the strategy, as well as, leading others. You will also supervise and lead the support staff of the Finance Unit.



You would be responsible for:

1. Administration and implementation of operational strategies, adapts processes and procedures focusing on achievement of the following results:

- Compliance with United Nations/UNFPA rules, regulations, and policies of financial activities, financial recording/reporting system and follow-up on audit recommendations; implementation of effective internal controls, proper functioning of a client-oriented financial resources management system.
- Mapping of Country Office Finance business processes and elaboration of the content of internal Standard Operating Procedures in Finance in consultation with Office Management.
- Implementation of cost sharing and trust fund agreements, elaboration of conditions of contributions within the Country Office resource mobilization efforts.
- Elaboration of proposals and implementation of cost saving and reduction strategies in consultations with Office Management.

2. Ensures administration of budgets and functioning of the optimal Common Services Account (CSA) focusing on achievement of the following results:

- Preparation and modifications of budgets for UNFPA projects, follow-up with Programme Officers and Implementing Partners (IP) for projects.
- Establishment of criteria for pro-ration of common services account, follow-up with UNDP on preparation and modifications of the common services budget and timely settlement of CSA payments.
- Implementation of the control mechanism for National Execution (NEX), NGO and UNFPA projects through monitoring budgets preparation and modifications, budgetary status versus expenditures, follow-up with UNFPA Headquarters (HQs) on NEX and Non-governmental Organization (NGO) projects.
- Presentation of thoroughly researched information for planning of financial resources of the Country Office, reports containing analysis of the financial situation.

3. Provides accounting support to the Finance Unit focusing on achievement of the following results:

- Processing and recording the expenditure against Funding Authorization and Certificate of Expenditure (FACE) in ATLAS through Global Programming System, after ensuring the required documentation to achieve maximum recording against the country office ceiling provided by HQs.
- Proper controlling of the supporting documents for payments, review of financial reports for NEX projects.
- Maintenance of the internal expenditures control system, which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas; payrolls are duly prepared; travel claims and other entitlements are duly processed.
- Coordination and review of monthly and quarterly Financial Accountability Checklists, while ensuring annual attendance to accounts closure requirements.
- Taking timely corrective actions on un-posted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers. Timely response to HQ requests to resolve financial data issues.



- Maintenance of the Accounts Receivables for UNFPA projects and follow-up with UNDP on Deposit ID's.
- Coordination/monitoring the progress of HACT compliance of assessments, spot-checks, audits and submission of reports to HQ on time. Follow-up on compliance reports.
- Ensuring timely refund of VAT reimbursements.

4. Ensures proper CO fund management functioning focusing on achievement of the following results:

- Timely reviewing of fund position for UNFPA projects/Provincial Offices to ensure sufficient funds availability for advances/reimbursements to NEX, NGO and UNFPA projects on hand for disbursements. Timely identification and recording of receipts for income application.
- Initiation of transaction and stop payment, when necessary.
- Submission of monthly UN exchange rate report to management.
- Timely preparation of monthly cash flow forecast for use by Operations Manager. Liaison with Implementing Partners (Government and NGO), Provincial Offices/District Offices and programme staff to obtain estimate of their cash requirements.
- Acting as alternate petty cash custodian.

5. Ensures facilitation of knowledge building and knowledge sharing in the CO focusing on achievement of the following results:

- Organization of trainings for the operations/ projects staff on Finance.
- Documentation synthesis of lessons learnt and best practices in Finance.
- Sound contributions to knowledge networks and communities of practice.

6. Carry out any other duties as may be required by UNFPA leadership.

Qualifications and Experience

Education, Knowledge and Experience:

- Completion of Secondary School Education is mandatory and at least seven (7) years of relevant experience, or completion of First Level Degree or higher with minimum six (6) years of relevant experience. First Level Degree in areas of business administration, public administration, finance, information technology, economics or related discipline is preferable.
- Proficiency in current office software applications. Advanced knowledge of spreadsheets, especially Excel, and Google Sheets preferable.
- Prior experience in working with ERP system (preferably PeopleSoft / Oracle) is an advantage.
- Excellent organization skills, attention to detail, precision and accuracy.
- Ability to formulate business requirements into logical system specifications.
- Must be able to work in harmony across teams, both internally and externally.
- UN common system experience, is desirable.

Languages:

Fluency in oral and written English and national language of the duty station.



Required Competencies

<p>Values:</p> <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change.	<p>Functional Competencies:</p> <ul style="list-style-type: none">• Business acumen,• Implementing management systems,• Innovation and marketing of new approaches,• Client orientation,• Organizational awareness.
<p>Core Competencies:</p> <ul style="list-style-type: none">• Achieving results,• Being accountable,• Developing and applying professional expertise/business acumen,• Thinking analytically and strategically,• Working in teams/managing ourselves and our relationships,• Communicating for impact	

Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits, as applicable.

Disclaimer

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>