

Posting Title : Finance Officer/Cashier, P4
Job Code Title : FINANCE OFFICER
Department/ Office : Regional Service Centre at Entebbe
Duty Station : ENTEBBE
Posting Period : 12 June 2025 - 25 June 2025
Job Opening number : 25-FIN-RSCE-259582-J-ENTEBBE (R)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions.

The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010, following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client-oriented and scalable services to its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support. In addition to these services, the Office of the Director RSCE and support offices through the Deputy Director RSCE provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management.

For more information, please visit <https://rsce.unmissions.org>.

This position is located in the Cashier Service Line under the Financial Services and Compliance Monitoring Section of the Regional Service Centre, Entebbe (RSCE). The Finance Officer/ Cashier reports to the Chief of Section, Financial Services and Compliance Monitoring of the RSCE.

Responsibilities

Within the delegated authority, the Finance Officer/Cashier is responsible for the following duties:

1. Heads the Cashier Service Line of the RSCE:

- Performs all non-location dependent Cashier and treasury functions for all client Entities.
- Manages the disbursement processes for all client Entities of the RSCE;
- Liaises with the PKO, SPMs and other Entity's Cashier units of all RSCE clients.
- Monitors all RSCE house bank account balances and transaction summaries; follows up on delayed and/or returned/rejected payments and unidentifiable deposits with banks; prepares monthly report; manages cash flow requirements of the RSCE and client Entities.

2. Oversees the daily replenishments of all RSCE house banks to ensure sufficient cash balances for covering released payments;

- Scrutinizes and releases all types of disbursement documents in UMOJA;
- Serves as a bank signatory for all RSCE Housebanks;
- Liaises with the RSCE service Lines on solving all types of cashier-related queries
- Maintains effective and safe custodial arrangements for cheques and cash;
- Provides advice, financial interpretations, adaptations and corrective actions in response to audits and other queries to ensure adherence to the UN Financial Regulations and Rules, Staff Rules, Administrative Instructions, Bulletins and Circulars.

3. Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.

4. Supports the completion of monthly bank reconciliations for all RSCE client missions house banks

5. Maintains and approve staff, non-staff and vendors bank details

6. Supports the Service Delivery Manager on strategic Cashier and Treasury issues.

7. Verifies imprest documentation and supervises the Imprest custodians of the RSCE and client missions and the preparation and submission of Imprest statements. Ensures petty cash counts are conducted periodically.

8. Prepares responses to internal/external audit observations.

9. Takes initiative to improve financial processes and controls.

10. Participates in the implementation of New Treasury initiatives in the Enterprise Resource Planning (ERP) System.

11. Manages the staff under his/her supervision and evaluates and monitors their performance.

12. Performs other related duties as required.

Competencies

Professionalism: Effective and efficient in implementing Treasury and accounting policies, procedures and new programs; commitment to implement the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges;

remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Accountability: Takes ownership of all responsibilities and honors commitments -Delivers outputs for which one has responsibility within prescribed time, cost and quality standards - Operates in compliance with organizational regulations and rules -Supports subordinates, provides oversight and takes responsibility for delegated assignments -Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Communication: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

Managing Performance: Ability to establish priorities and to plan and encourage performance, and coordinate and monitor work of others, delegate appropriate responsibility, accountability and decision-making authority.

Education

An advanced university degree (Master's degree or equivalent) in business administration, finance or related field is required. A first level university degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Professional certification/accreditation as a Certified Public Accountant (CPA), Chartered Accountant or by a similar professional body is required

Knowledge and experience with International Public Sector Accounting standards (IPSAS) is required.

Knowledge and experience with International Financial Reporting Standards (IFRS) is desirable.

Work Experience

At least 7 years of progressively responsible experience in finance, public administration or accounting, preferably in cashier and treasury functions or in the banking industry is required.

For first level degree holders, nine (9) years of qualifying experience will be a must.

Sound experience in managing Teams within the Finance function is required.

Experience in the use of Enterprise Resource Planning (ERP) Systems, for instance Umoja (SAP) or similar, is desirable.

Experience working with several banks in managing cash balances and release of various payroll and non-payroll payments is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Working knowledge of French is desirable

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

This position is temporarily available for six (06) months with a possibility of extension.

If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment. This position is vacant due to the temporary assignment of the regular incumbent to another office/organization. Extension of appointment/assignment of the selected candidate will be contingent on the return of the incumbent who maintain a lien against this position. The selected candidate is expected to start as soon as possible.

While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station. This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15. Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.

Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Staff Members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United

Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.