

Posting Title : FINANCE ASSISTANT, G6 (Temporary Job Opening)
Job Code Title : FINANCE ASSISTANT
Department/ Office : Education Grants Service Line
Location : ENTEBBE
Posting Period : 12 April 2022-21 April 2022
Job Opening number : 22-Finance-RSCE ODRSCE TCEGS EGSL-178523-J-
ENTEBBE (O)
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 with the goal of moving transactional, non-location dependent administrative functions to the Centre from 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 of RSCE and the Deputy Director of 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 Budget Unit in the Office of the Deputy Director of RSCE and reports to the Finance and Budget Officer

Responsibilities

The Finance and Budget Assistant will be responsible for the following duties: Budget preparation: • Support with review and analysis of data provided by the service line managers and the chief of sections for the finalization of the cost estimates and budget proposals regarding staffing and operational requirements for the Center. • Populate supplementary

forms with inputs for the operational and staffing changes in line with the Centre's mandate. • Assist managers in the elaboration of resource requirements for budget submissions. • Provide support to Senior Management during the UNHQ and Legislative bodies budget review process and preparing responses to the queries on budgetary matters. Budget administration: • Process fund distribution entries, including redeployment of fund when necessary, as approved in compliance with established financial rules and regulations and input allotment advice in SAP/Umoja • Monitor budget implementation and recommend reallocation of funds as necessary, prepare monthly, quarterly and yearly reports as required. • Monitor expenditures to ensure that they remain within authorized levels • Assist in the preparation of budget performance submissions for RSCE. Assist in finalization of budget performance report, analyzing variances between approved budgets and actual expenditures, draft reports on the planning assumptions and the RBB frameworks. • Support the creation of requests with financial implications including shopping carts, service entry sheets, low value purchase orders, Consultants and Individual Contractors purchase orders in line with established rules and regulations. • Review requisitions for goods and services to ensure (a) correct objects of expenditure have been charged, (b) availability of funds (c) in line with approved requirements. • Review source documents for completeness to (a) ensure compliance with related UN rules, regulations and policies (b) ensure availability of funds to support requirements (c) give policy guidance on related resource issues. • Review RSCE's cost recovery activities for common services and ensure recoveries from RSCE clients where applicable. • Review and track contracts/commitments established for operational requirements. General: • Keep up to date on documents/reports/guidelines that have a bearing on matters related to programme and/or peacekeeping budgets, ensuring compliance with legislative recommendations and decisions as well as with United Nations policies and procedures. • Draft relevant correspondence on budgetary matters for clearance by the Chief of the Budget Unit. • Prepares ad hoc reports on budget matters. • Performs other related duties, as assigned.

Competencies

• **Professionalism:** Knowledge of and ability to apply United Nations financial rules and regulations and budgetary principles, practices and procedures. Knowledge, skills and ability to extract, interpret, analyze and format data across the range of finance and budget functions. Ability to apply knowledge to identify and resolve data discrepancies and operational problems. Ability to draft budget documents and provide articulate responses to questions from relevant stakeholders. Ability to provide advice on budgetary and financial matters. 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. • **Planning & Organizing -** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and

assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; -Uses time efficiently. • Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position, shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

A technical or vocational certificate in accounting, finance or related fields is desirable. Relevant training in FI, FM and BI modules of Umoja (SAP) or similar application is desirable.

Work Experience

A minimum of seven (7) years of experience in financial management, administrative services, budget management or related area is required. Experience in application of UN Financial Rules and Regulations including preparation of cost estimates and budget proposal in an operational environment is required. Experience in the use of an fund management module, SRM module of an Enterprise Resources System (ERP) is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by Competency Based Interview.

Special Notice

•This post is funded for a period of two months with possibility of an extension. •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. The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side 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.