

Posting Title : FINANCE ASSISTANT, G5
Job Code Title : FINANCE ASSISTANT
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 12 May 2022-10 June 2022
Job Opening number : 22-FIN-RSCE-181256-R-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 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 RSCE and support offices through the Deputy Director RSCE provide 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>.

These positions are located in the Cashier and Vendors Service Lines. The Finance Assistant at this level reports to the Service Line Manager/ Chief of Unit in the Service Line.

Responsibilities

The focus of these positions is to support the operations of the service lines on finance related issues within the Service Delivery Model of the RSCE to provide smooth transactional services to its Client Missions.

Within delegated authority and on behalf of the Service Line, the Finance Assistant performs the following tasks:

- Assists with the processing of non-travel related commercial vendors' invoices and payments to vendors providing goods or services to all RSCE Client Missions (processing invoices resulting from commitments such as purchase orders, fund commitments, direct expenditures, medical clinic invoices and replenishment of petty cash).
- Assist in the development of the service line's annual budget development programme, particularly with respect to the establishment of major resourcing priorities, and prepare cost estimates and budget proposals, in line with the Service Line's resourcing requirements. Review, analyse and revise data with respect to the finalization of the budget proposals as well as Result Based Budgeting inputs.
- Prepares staff members' entitlements including claims, danger pay, daily subsistence allowance, mission subsistence allowance, mission subsistence allowance for Government Provided Personnel, Civilian Police and Staff Officers, volunteer living allowance and any other allowances for payments in conformity and adherence to applicable United Nations policies e.g., staff rules, financial regulations and rules, ST/AI issuances or practices, IPSAS policy framework etc.
- Assists in the review of completeness of documentation supporting invoices and payment requests; Process vendors payments in Umoja after verification of accuracy and consistency with Purchase Order and Goods Receipt/ Service Certification; Advise vendors, Procurement, SAU, R&I, etc. of any missing documentation or anomalies that may delay payment within one business day; Make close follow up to obtain missing documentation; Maintain record of pending issues, update case files weekly; Respond to queries from Vendors, Procurement, SAU, R&I, etc.; Measure performance against established KPI's vendor open items monthly.
- Assists in the verification of transfers to other house banks, imprest payment and preparation of statement, as well as preparation of remittance requests to UNHQ and projection of off-cycle payments; Answering queries from staff members, vendors, missions, other house banks; Keeping accurate records for the purpose of auditing, and performance reports.
- Process Assignment Grants, Relocation Grants, and DSA payments. Approve and create profile in Progen for payroll.
- Prepare advance payment requests; Initiate Business Partner requests; Process daily allowances for TCCs/ PCCs (Troop Contributing Countries and Police Contributing Countries); Process MSA; Process final and withheld payments as well as recoveries; Payment of DHL invoices; Release payroll, and payments for entitlements.
- Perform other duties as may be assigned.

Competencies

Professionalism – Ability to identify issues, formulate opinions, draw conclusions and recommendations. 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.

Client Orientation - Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

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.

Education

High School Diploma or equivalent is required. An additional qualification or certification in finance, accounting, or audit is desirable.

Knowledge of financial rules, regulations, practices and procedures and ability to apply them in an organizational setting is required.

Solid knowledge of SAP and Umoja is desirable.

Ability to identify issues, formulate opinions, draw conclusions and recommendations is desirable.

Job Specific Qualifications

Work Experience

A minimum of five (5) years of financial management, administrative services or related area is required.

Experience in application of UN financial rules and regulations in an operational

environment, or application of financial rules and regulations in similar national organization or international organization or non-governmental organization is desirable, including administration of a broad range of allowances and payments using SAP or Umoja.

Languages

English and French are the working languages of the United Nations Secretariat. For the positions advertised, fluency in English (both oral and written) is required. 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 post is funded for an initial period of one year and may be subject to 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.

