

Posting Title : ASSOCIATE FINANCE OFFICER (NO-B), NOB
Job Code Title : ASSOCIATE FINANCE OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 8 June 2023-14 June 2023
Job Opening number : 23-FIN-RSCE-208488-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 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 the Deputy Director 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>.

This position is located in the Financial Services and Compliance Monitoring Pillar, Internal Control Service Line (ICSL) at the RSCE. The Associate Finance Officer reports to Chief of Section. The post provides advice to staff members and managers, encompassing sub-financial specialties in relation to the activities of their Service Lines such as financial management.

Responsibilities

Within the delegated authority, the Associate Finance Officer will carry out the following duties:

- Oversee the achievement of the service lines' key performance indicators (KPIs) and all Service Level Agreement (SLA) components for RSCE projects / programs / operations related to the Internal Control Service Line (ICSL).
- Ensure ICSL outputs are maintained with high quality standards; ensuring reports are clear, objective, and based on comprehensive data. Plan, organize, manage, guide, train, and supervise the work of assigned team members.
- Ensure bank reconciliations are accurate, accounting records are IPSAS compliant and derived from the Trial Balances totals.
- Independently produce weekly and monthly bank reconciliation reports for the service line.
- Monitor the Treasury role to ensure bank statements are uploaded for all RSCE Client Missions. This includes reviewing all Treasury payments assigned to RSCE house banks and, where necessary, liaise directly with UNHQ Treasury for the oversight of bank statement uploads. This includes oversight of vendors and personnel payments/deposits which have been released by the RSCE.
- Where required, support the budget development function for the service line including the establishment of major resourcing priorities. Review, analyze and revise data with respect to the finalization of inputs into the Result Based Budgeting process.
- Where necessary, support in developing inputs into the UN's legislative processes for consideration of the Centre's financing requirements by Field Operations Finance Division (FOFD), Controller's Office, the Advisory Committee on Administrative and Budgetary Questions (ACABQ) and the Fifth Committee of the General Assembly.
- Oversees COSO reviews for, but not limited to, the preparation of staff members' entitlements including claims, danger pay, daily subsistence allowance, mission subsistence allowance for government provided personnel, civilian police and staff officers, volunteer living allowance and any other allowances and entitlements. All of which are to be made in conformity and adherence to applicable United Nations policies such as staff rules, financial regulations and rules, ST/AI issuances or practices, and IPSAS policy framework.
- Provides support, 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 under the guidance for both the service line and the broader RSCE, where required.

Competencies

Professionalism: Knowledge of Financial Rules and Regulations as well as established guidelines. 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 and 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.

Managing performance: Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly.

Education

An advanced university degree (Master's, or equivalent) in business administration, finance or related field is required. A first-level 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. Professional certification/accreditation as a Certified Public Accountant (CPA), Chartered Accountant (ACCA/CIMA/CIPFA) or by a similar professional body is highly desirable.

Job Specific Qualifications

Work Experience

At least five (5) years of progressively responsible experience in finance, administration, budget, business administration or related area is required.

Experience working in a United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies, funds and programmes) or similar international organization or non-governmental organization in a conflict or post-conflict setting is desirable.

Experience with financial management or accounting in an international setting is desirable.

Experience in use and application of IPSAS in a working environment is desirable.

Experience in advanced Microsoft Excel, Word, PowerPoint, Power BI and experience in data analysis and management is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Knowledge of another official United Nations language 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 temporarily funded for an initial period of six months 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.

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

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.