

Posting Title : FINANCE OFFICER, SERVICE LINE MANAGER  
ACCOUNTS, P4  
Job Code Title : FINANCE OFFICER  
Department/ Office : Regional Service Centre at Entebbe  
Location : ENTEBBE  
Posting Period : 25 July 2024-23 August 2024  
Job Opening number : 24-FIN-RSCE-239380-R-ENTEbbe (M)  
Staffing Exercise : N/A

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

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### **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 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 Accounts Unit under the Financial Services and Compliance Monitoring Section of the United Nations Regional Service Centre, Entebbe (UN RSCE). The incumbent reports to the Chief of Section, Financial Services and Compliance Monitoring of the RSCE.

### **Responsibilities**

Within delegated authority, the Finance Officer, Service Line Manager Accounts will be responsible for the following duties:

- Continuously improves service delivery by frequently monitoring performance and achieving targeted performance levels:
- Plans, oversees and coordinates the closing of the monthly and year-end accounts of the RSCE client missions, ensuring full resolution of all open items, accounts receivables and payables and clearing accounts; Endorses and guides the financial entries for Assets under Construction.
- Supervises the preparation of monthly IPSAS-compliant financial reports up to Trial Balance for all RSCE client missions; Follow-up with client missions to clarify and clear outstanding items.
- Prepares financial reports that informs the needs of senior management of RSCE client missions, programme and fund centre managers throughout the missions, relevant stakeholders as well as those acting on behalf of the missions at UNHQ
- Ensures that monthly bank reconciliation reports for all RSCE client mission house banks are prepared.
- Supports the development of accounting manual to document policies, procedures, and the use of ERP system.
- Provides advice, financial interpretations, adaptations and corrective actions in response to RSCE client missions' audits and other queries to ensure adherence to the UN Financial Regulations and Rules, Staff Rules, Administrative Instructions, Bulletins and Circulars under the guidance of Chief of Section.

Continuously improves process efficiency and drive standardization.

- Ensures that the enhanced internal controls are implemented by all teams in the Service Line.
- Ensures internal controls testing is conducted across all Service Lines, findings reported to Service Delivery Managers and the Director of RSCE.
- Facilitates implementation of RSCE internal controls with Service Lines.
- Prepares inputs for the work programme of Financial Reporting, determining priorities, and allocating resources for the completion of outputs and their timely delivery
- Engages and energizes the workforce: Builds the skills and knowledge for success.
- Ensures that all team members in the Service Line complete all mandatory and compliance-related trainings (including RSCE induction and client orientation training).
- Participates in the workforce planning project, inclusive of defining Financial Reporting role profiles and assist in conducting a gap assessment.
- Supports the Chief of Section on continuous staff development (through external training, internal knowledge sharing sessions, etc.).
- Ensures that the outputs produced by the Team maintain high-quality standards; that reports are clear; objective and based on comprehensive data. Ensures that all outputs produced by the team meet required standards before completion to ensure they comply with the relevant mandates.
- Fosters teamwork and communication among staff in the team.
- Establishes a strong and effective partnership:
- Provides inputs in the development of the client mission partnership survey questions pertaining to financial reporting functions.
- Ensures the quality of the financial reporting and various inputs provided from RSCE, meet the satisfaction level of desk officers in UNHQ responsible for the various client missions.

- Ensures that the team leaders take actions on the client mission survey findings and UNHQ feedback.

#### Other Duties

- Undertakes research and analysis of financial policies and procedure; make recommendations for changes and/or modifications.
- Acts as an Approving Officer under Financial Rule 105.4 in adherence with the UN Regulations and Rules
- Acts as a Finance Functional Approver for provisioning of Umoja finance roles for RSCE and RSCE client missions, under the sub-delegation of authority from the Director, RSCE
- Provides substantive input in the preparation of position papers and reports for presentation to intergovernmental bodies such as the Advisory Committee on Administrative and Budget Questions, and other policy-making organs, as appropriate.
- Contributes to the reporting to intergovernmental bodies on financial/programme performance or on programmatic/substantive issues, as appropriate, particularly those presented in biannual and/or annual reports.
- Ensures the integrity of financial and management systems and the controls that underpin them.
- Provides support with respect to representation of the RSCE in the meetings of legislative organs.
- Plans, organizes, manages, guides, trains, and supervises the work of the Team assigned. Plans and oversees the management of activities undertaken by the team.
- Provides policy guidance to the Chief of Financial Services and Compliance Monitoring on conceptual strategy development and management of the implementation of overall strategies of RSCE Financial policies and procedures.

### **Competencies**

Professionalism (without gender indicator):

Professionalism: 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.

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.

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.

## **Education**

An advanced university degree (Master's degree or equivalent) in business administration, finance or related field is required.

A first level university degree in the above-mentioned fields with a combination of relevant academic qualifications (certification/training in finance/Accountancy) and 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 desirable

International Public Sector Accounting standards (IPSAS) is required.

International Financial Reporting Standards (IFRS) is required.

## **Work Experience**

At least seven (7) years experience with financial reporting and analysis is required.

Proficiency in using accounting software is required.

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.

## **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**

Appointment or assignment against this position is for an initial period of one year. The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

An impeccable record for integrity and professional ethical standards is essential.

## **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.