

Posting Title : FINANCE OFFICER, FS6
Job Code Title : FINANCE OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 16 August 2021 - 14 September 2021
Job Opening number : 21-FIN-RSCE-161771-R-ENTEBBE (M)
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 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 International Benefits and Payroll Service Line (IBPSL) within the Benefits and Payroll Pillar. The Finance Officer at this level reports to the IBPSL Manager.

Responsibilities

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

- Managing the achievement of RSCE key performance indicators (KPIs) and all Service

Level Agreement (SLAs) components for RSCE projects/programmes/operations related to the respective Service Line.

- 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 under the guidance of the Service Line Manager.
- Management of delivery of services such as 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 imprest / petty cash.
- Treasury role for all payments originating from RSCE client Mission, and all payments assigned to the RSCE house banks; liaises daily with the UN Treasury at HQ for the oversight on payments of vendors and personnel released by the RSCE.
- Development of the Service Line's annual budget development programme, particularly with respect to the establishment of major resourcing priorities, prepare cost estimates and budget proposals, in terms of the Service Line's resourcing requirements such non-staff requirements, including programmatic aspects; review, analyze and revise data with respect to the finalization of the budget proposals as well as Result Based Budgeting inputs.
- Participates in the preparation, review and finalization of budget performance reports in compliance with the Legislative requirements and recommendations and Controller's instructions; reviews and ensures valid variances between approved budgets and actual expenditures.
- Participates in developing inputs to the UN's legislative processes for consideration of the Centre's financing requirements by FBFD, Controller's Office, the Advisory Committee on Administrative and Budgetary Questions (ACABQ) and the Fifth Committee of the General Assembly.
- Oversees the preparation of staff members' entitlements including claims, danger pay, daily subsistence allowance, mission subsistence allowance for Civilian staff 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.
- Supervises the disbursement processes of the RSCE or the Client Missions as appropriate; monitors the house bank account balances and transaction summaries; follows up on delayed and/or returned/rejected payments and unidentifiable deposits with banks; manages cash flow requirements.
- Acts as Approving Officer under Financial Rule 105.4 in adherence with the UN Regulations and Rules.
- Reviews and verifies completeness of documentation supporting invoices and payment requests.
- Approve and create profiles in payroll systems.
- Supports the Service Line Manager in the implementation of the performance appraisal system and monitors its compliance with the proper implementation of the performance management system, providing guidance and substantive support, including recommendations on training needs to staff on standards for the development of service, unit and individual work plans. Provides guidance and training (including preparation of training materials) to

junior staff with respect to transaction processing and the use of UMOJA.

- Assists staff members regarding queries on payment and deposit-related issues
Monitors/reviews methods used to remit payments and supervises investigation of non-receipt of payments. Investigates complaints of non-receipt of payments and responds to staff when required.
- Reviews incoming payment instructions with regard to banking details and sources of funds. Verifies receipts and deposit slips for all incoming funds from staff members reimbursements. Maintains internal control procedures to ensure payroll process adjustments (telephone, transport, gym charges) and release of payroll and non-related payroll payments vouchers are processed and posted correctly.
- Keeps up to date on documents/reports/guidelines that have a bearing on matters related to programme, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures.
- Performs other related duties, as assigned.

Competencies

Professionalism: Knowledge of accounting principles, procedures and standards. Ability to apply conceptual, analytical and evaluative skills in accounting operations. Ability to conduct independent research and analysis, identify issues, formulate options and make 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.

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.

Education

High school diploma or equivalent is required. Technical or vocational certificate in accounting, finance, budget or related fields is desirable.

Work Experience

At least ten (10) years of experience in accounting, financial management, administrative services or related area is required.

At least 2 years of hands-on experience with IPSAS/IFRS or similar international accounting

standards is required.

Experience in application of UN Financial Rules and Regulations in an operational environment, including administration of a broad range of Allowances and Payments using financial Enterprise Resourcing Platform (ERP) systems or Umoja is required.

Hands-on experience in using Business Intelligence Reporting tools is desirable.

Experience in a shared services environment is desirable.

Experience in analyzing data and preparing management reports is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in written and spoken English 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.