

Posting Title : FINANCE OFFICER (Service Line Manager for Claims Unit), P4
Job Code Title : FINANCE OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 28 December 2022-26 January 2023
Job Opening number : 22-FIN-RSCE-196322-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 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 Service Delivery Section for Education Grant, Travel and Claims. The Administrative Officer in the function of Service Line Manager for Claims at this level reports to the Service Delivery Manager.

Responsibilities

Within delegated authority, and on behalf of the Service Line, the Finance Officer (Service Line Manager) is responsible for the following duties:

Establish a strong and effective partnership

- Provide inputs in the development of client mission partnership survey questions pertaining to claims functions.
- Ensure the quality of the claims processing and approvals and various inputs provided from RSCE meet the satisfaction level of the various client missions.
- Ensure that the team members take actions on the client mission survey findings.

Continuously improve service delivery by frequently monitoring performance and achieving targeted performance levels

- Ensure that accurate accounting records are maintained by all team members.
- Timely review and follow-up regarding the root cause of outstanding reconciling items.
- Follow-up with client missions to clarify and clear outstanding items.
- Support the development of accounting manual to document policies, procedures, and the use of ERP systems.

Continuously improve process efficiency and drive standardization

- Ensure that the enhanced internal controls are implemented by all team members in the Service Line.
- Ensure Internal Controls testing is conducted across all Service Lines, and findings reported to Service Delivery Managers and the Director of RSCE.
- Facilitate implementation of RSCE internal controls with Service Lines.

Engage and energize the workforce: Build the skills and knowledge for success

- Ensure that all team members in the Service Line complete all mandatory and compliance-related trainings (including RSCE induction and client orientation training).
- Participate at the review of the scalability model, inclusive of defining role profiles and assist in conducting a gap assessment.
- Support the Service Delivery Manager on continuous staff development (through external training, internal knowledge sharing sessions, etc.).

Supervision of the Claims Service Line

- Oversees processing and approving of travel expense reports and security reimbursement claims for RSCE client missions.
- Manages the Service Line including coordination with all relevant stakeholders such as Finance, Human Resources and Quality Assurance.
- Acts as a Approving Officer under Rule 105.6 of Financial Regulations and Rules of the United Nations.

Others

- Undertake research and analysis of financial policies and procedures; make recommendations for changes and/or modifications.
- Ensure the integrity of financial and management systems and the controls that underpin

them.

- Provide support with respect to representation of the RSCE in meetings of legislative organs.
- Plan, organize, manage, guide, train and supervise the work of the Team assigned. Plan and oversee the management of activities undertaken by the team.
- Provide policy guidance to the Service Delivery Manager on conceptual strategy development and management of implementation of overall strategies of RSCE Financial policies and procedures.
- Provide 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.
- Contribute 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.
- Ensure that the outputs produced by the Team maintain high-quality standards; that reports are clear, objective based on comprehensive data. Ensure that all outputs produced by the team meet required standards before completion to ensure they comply with the relevant mandates.
- Prepare inputs for the work programme of the Service Line, determining priorities, and allocating resources for the completion of outputs and their timely delivery.
- Foster teamwork and communication among staff in the team.
- Perform all other related duties as required.

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.

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

Advanced university degree (Master's degree or equivalent degree) in business administration, finance, or related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Professional certification in Accounting or Finance is desirable.

Work Experience

A minimum of seven (7) years of progressively responsible professional experience in finance, administration, budget, business administration, or related field is required.

Experience in using ERP systems such as SAP and Business Intelligence Reporting tools is desirable.

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 in analyzing data and preparing management reports is desirable.

Experience in supervising a diverse team 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

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.

The appointment or assignment and renewal thereof are subject to the availability of the post or funds, budgetary approval or extension of the mandate.

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.