

Posting Title : Assistant Finance Officer, NOA (2) Positions, NOA
Job Code Title : Assistant Finance Officer
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 20 September 2022-19 October 2022
Job Opening number : 22-Finance-RSCE-191179-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>. The two positions are respectively located in the Cashier Service Line and Accounts Unit Service Line at the Regional Service Centre Entebbe (RSCE). The incumbents will report to the respective Service Line Managers.

Responsibilities

Within delegated authority, the Assistant Finance Officer will be responsible for the following duties:

- Provides support towards the achievement of RSCE key performance indicators (KPIs) and all Service Level Agreement (SLA) components for RSCE

projects/programmes/operations related to the respective Service Line. • Perform monthly and yearly closing procedures in Umoja ERP. • Analyze complex/unusual accounting transactions and difficult claims for travel, invoices, and entitlement matters, etc. and make recommendations to the Service Line Manager on appropriate follow-up procedures. • Review and reconcile all open-item-managed (OIM) accounts and investigate erroneous/invalid entries to take appropriate corrective accounting action. • Review various vouchers and accounting transactions, e.g., payroll, payment of staff entitlements, final payments, travel claims, vendor invoices, agencies, field missions, etc., to ensure conformity adherence to relevant staff rules, financial regulations and rules, ST/AI issuances or practices. • Review prior and current budget period commitments for recommitment, and cancellation of outstanding commitments. • Assists in all core accounting functions including general ledger, accounts payable and accounts receivable records maintenance and reconciliations. • Do regular follow-ups on all outstanding issues to ensure up-to-date and reliable accounting records. • Assist in the preparation of bank reconciliation statements. • Assists in the treasury role for all payments originating from RSCE client missions and all payments assigned to the RSCE house banks, prepares staff members' claims, danger pay, daily subsistence allowance, mission subsistence allowance for Government Provided Personnel, Civilian Police, and Staff Officers, Volunteers 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.; Maintains and approves staff and vendors banking details, prepares payroll reports and deals with client queries. • Assists in the management of delivery of services such as the processing of 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). • For the vendors' invoices and payments to vendors, the incumbent assists to receive invoices and record in tracking tool; Review for 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, Technical Units Receipts & Inspection, etc. of any missing documentation or anomalies that may delay payment within the agreed timelines. • Assists in supervising the disbursement process of the RSCE Client Missions as appropriate, monitors the house bank account balances and transaction summaries, assist in managing cash flow requirements. • Assists in providing advice, financial interpretations 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 Delivery Manager. • Assists in processing of payroll related payments and electronic bank transfers for non-payroll payments. Liaising with local/international banks and keeping accurate records for the purpose of auditing, and performance reports. • Facilitates the check-in, check-out, induction, relocation/assignment grants; Prepare offer and issue Letters of Appointment (LoA); Issue ticket on appointment and separation; Process Assignment Grants, Relocation Grants, and DSA payments; Approve and create profile in UMOJA for payroll. Performs other duties as required.

Competencies

Professionalism: Knowledge of accounting, finance and budget functions and treasury operations. Ability to analyse and apply data across the full range of finance, accounting and budget functions. Demonstrated use of initiative and ability to make appropriate linkages in work processes and anticipate next steps showing skills and ability to analyse and interpret financial data. 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

A first-level university degree in finance, and accounting, business administration, public administration, or related field is required.

Job Specific Qualifications

Work Experience

A minimum of two (2) years of progressively responsible experience in financial management, accounting, Treasury/Cashier or related area is required. Experience working in the United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies. funds and programmes, service centre) - or similar international organization or non-governmental organization - on a conflict or post conflict setting is desirable. Experience with financial management or accounting in an international setting is desirable. Knowledge of SAP and UMOJA or similar systems 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 and geographical diversity 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.