

Posting Title : FINANCE OFFICER,P4
Job Code Title : FINANCE OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 10 August 2021-23 September 2021
Job Opening number : 21-FIN-RSCE-161060-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 Travel, Claims and Education Grant Pillar. The Finance Officer at this level reports to the Chief of Chief of Travel, Claims and Education Grant Pillar

Responsibilities

- Processes payments under the direct delegation of approval authority from the Assistant Secretary-General for Programme Planning, Budget and Finance.
- Ensures that all disbursement transactions are correctly accounted for by overseeing that related accounting entries and procedures are followed ensuring that periodic and year-end

reconciliation, analysis scheduling and reporting on assigned general ledger accounts are completed as required.

- Manages a complete financial operation, encompassing a wide variety of funding sources, a large volume of transactions, and extensive dispersed activities.
- Approves/Confirms that proposed obligations or expenditure for services, facilities supplies and equipment expenses, as well as those pertaining to personnel, are in accordance with the Financial Regulations and Rules of the UN, relevant appropriations and staffing tables and corresponding approved allotments.
- Analyzes accounts, reviews/prepares regular financial reports. Proposes/implements solutions with respect to problem transactions and irregularities.
- Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.
- Contributes towards preparation or consolidation of RSCE client missions financial statements for inclusion in the UN Audited Financial Statements to be audited.
- Responds to internal/external audit observations. Helps to review the financial statements of other entities for which the RSCE has been granted certification authority.
- Produces major/complex financial reports for management.
- Provides substantive support to the development and implementation of new accounting systems. Takes initiative to improve accounting processes and approaches.
- Provides data for the preparation of quarterly and year-end performance reports (KPIs and RBBs)
- Guides, trains, and supervises general service and professional staff in the function.
- Performs 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, accounting 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. Professional certification in Accounting or Finance is desirable.

Work Experience

A minimum of seven years of progressively responsible professional experience in accounting, finance, budget, administration
Experience in using SAP (UMOJA) and Business Intelligence Reporting tools
Experience with IPSAS/IFRS or similar international accounting standards
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
Experience in analyzing data and preparing management reports

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 an advantage.

Assessment

Evaluation of qualified candidates may include a written assessment followed by a 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.