

Posting Title : ASSOCIATE FINANCE OFFICER, NOB
Job Code Title : ASSOCIATE FINANCE OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 30 June 2023-29 July 2023
Job Opening number : 23-FIN-RSCE-212822-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 National Staff Benefits and Payroll Service Line, at the RSCE under the Department of Operational Support.

The Associate Finance Officer at this level reports to the Finance Officer/ Team Lead.

Responsibilities

The Associate Finance Officer assists in the implementation of the service line within the Service Delivery model of the RSCE. The incumbent assists in providing services and advice for a fully integrated and regulatory compliant service line by assisting in the preparation of financial statements for RSCE, identifying and resolving problem transactions and irregularities, evaluating and recommending improvements to workflow processes and procedures as well as ensuring complete, accurate and timely payroll, payment records, and UNJSPF reporting.

Within limits of delegated authority, the Associate Finance Officer assists the centre as follows:

- Provides support towards the achievement of RSCE key performance indicators (KPIs) and all Service Level Agreements (SLAs) components for RSCE projects/programmes/operations related to the service line.
- Assists in the management of delivery of services such as the processing of non-travel related commercial vendors' invoices and payments to vendors providing goods and services to all RSCE client missions (processing invoices resulting from commitments such as Purchase Orders, Funds Commitments, Direct Expenditures, Medical clinic invoices and replenishment of imprest/ petty cash.
- 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. Volunteer living allowance and any other 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.
- Assist in supervising the disbursement processes of the RSCE or the client missions as appropriate; monitors the house bank account balances and transaction summaries; assists in managing cash flow requirements.
- Reviews, verifies, corrects, and approves payroll transactions or other payments through journal voucher processing. Monitors and verifies all payroll and payment transactions to ensure accounting records and financial reports are complete, accurate, and compliant with IPSAS and all related UN Regulations, Rules, and Administrative Instructions.
- Supervises the pension, periodic, and year-end reconciliation, analysis, and reporting in a timely manner, which includes ensuring full compliance with UNHQ and UNJSPF reporting requirements for year-end schedules, separation notifications, pension exception reports, and UNJSPF audit notes.
- Provides 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.
- Acts as a Certifying Officer under financial rule 105.5 or 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, analyses accounting transactions and open items in the accounting system and recommends corrective actions.

- Performs any other duties as assigned.

Competencies

Professionalism – Knowledge of financial and payroll policies, principles, practices, and procedures, including IPSAS requirements in relation to payroll. Ability to identify sources for data collection, conduct independent research and analysis, identify, apply analytical and evaluative skills to resolve transaction errors, and formulate options and present conclusions. Ability to apply various United Nations or a similar entity administrative rules and regulations in work situations. 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 & 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.

Teamwork - Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

An advanced university degree (Master's or Doctorate degree, or equivalent) in Business Administration, Finance or related fields is required. A first-level degree in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of an advanced university degree.

Job Specific Qualifications

Professional certification/accreditation as a Certified Public Accountant (CPA), Chartered Accountant (ACCA/CIMA/CIPFA) or by a similar professional body is desirable.

Work Experience

At least two (2) years of progressively responsible experience in Finance, Administration, Budget, Business Administration or related area at the national or international level is required.

Experience working in a United Nations common system (inclusive of peacekeeping field operations, political missions and UN agencies, funds and programmes) – or similar international organization or non-governmental organization is desirable.

Experience with financial management or accounting in an international setting is desirable.

Experience processing financial and/or payroll transactions utilizing an ERP (i.e., SAP, PeopleSoft, etc.) is desirable.

Experience in a Shared Service Centre is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (both oral and written) 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 position is funded for an initial period of one year and may be subject to extension.

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations. National Professional Officers should be of the nationality of the country where the office concerned is located. A staff member subject to local recruitment under this rule shall not be eligible to receive payment of the allowances or benefits exclusively applicable to international recruitment.

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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

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.