

Posting Title : FINANCE OFFICER, P4
Job Code Title : FINANCE OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 17 October 2019-30 October 2019
Job Opening number : 19-FIN-RSCE-123889-F-ENTEBBE (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org .Setting And Reporting

This position is located in the Accounts Unit of the United Nations Regional Service Centre, Entebbe (UN RSCE), and the incumbent reports to the Service Delivery Manager, Financial Services and Compliance Monitoring Pillar.

Responsibilities

Within the delegated authority, the Finance Officer is responsible for the following duties:

- Plans and oversees and prepares the closing of the monthly and Year-End Accounts of the RSCE client missions ensuring full resolution of all open items, Account Receivables and Payables and Clearing Accounts; Endorses and guides the financial entries for Assets under Construction; Supervise the preparation of monthly financial reports up to Trial Balance stage for all RSCE client's missions in compliance with IPSAS standards
- Prepares financial reports that informs and meets the need of senior management of RSCE client missions, programme and fund center managers throughout the missions, relevant external stakeholders as well as those acting on behalf of the missions at UNHQ;
- Provides advice, financial interpretations, adaptations and corrective actions in response to RSCE client missions' 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 Chief of Section, Financial Services;
- Establishes a strong and effective partnership by providing inputs in the development of client mission partnership survey questions pertaining to financial reporting functions; Ensure the quality of the financial reporting and various inputs provided from RSCE meet the satisfaction level of desk officers in UNHQ responsible for the various client missions; Ensure that the team leaders take actions on the client mission survey findings and UNHQ monitoring and control feedback.

- Continuously improves service delivery by frequently monitoring performance and achieving targeted performance levels; Ensure that accurate accounting records from IPSAS-compliant trial balances derived, are maintained by all teams and Timely review and follow up regarding the root cause of outstanding reconciling items, following up with client missions to clarify and clear of outstanding items.
- Supports the development of accounting manual to document policies, procedures, and the use of ERP systems.
- Continuously improves process efficiency and drive standardization; ensure that the enhanced internal controls are implemented by all teams in Service Line and facilitate that Internal Controls testing is conducted across all Service Lines, and findings reported to Service Delivery Managers and the Chief of RSCE.
- Engages and energizes the workforce: Build the skills and knowledge for success; Ensures that all team members in the Service Line complete all mandatory and compliance-related trainings (including RSCE induction and client orientation training); Participate in the workforce planning project, inclusive of Financial Reporting role profiles and assist in conducting a gap assessment; Support the Chief of Section on continuous staff development (through external training, internal knowledge sharing sessions, etc.)
- Ensures compliance with IPSAS and full transition to the Umoja way of doing business; Ensures that the established IPSAS compliance monitoring and internal control framework is fully implemented by all teams; Report findings and make recommendations to Chief of Section, Financial Services and Compliance Monitorig.

Others Duties

- Undertakes research and analysis of financial policies and procedures; make recommendations for changes and/or modifications
- Acts as an Approving Officer under Financial Rule 105.4 in adherence with the UN Regulations and Rules.
- Acts as a Finance Functional Approver for provisioning of Umoja Finance roles for RSCE & RSCE client missions under the sub-delegation of Authority from the Chief, RSCE
- Ensures the integrity of financial and management systems and the controls that underpin them.
- Provides support with respect to representation of the RSCE in meetings of legislative organs
- Plans, organizes, manages, guides, trains and supervises the work of the Team assigned. Plan and oversee the management of activities undertaken by the team;
- Provides policy guidance to the Chief of Section, Financial Services and Compliance Monitoring on conceptual strategy, development and management of the implementation of overall strategies of RSCE Financial policies and procedures

Competencies

Professionalism: Effectiveness in implementing accounting policies, procedures and new programs; ability to provide seasoned effective specialized advice in a broad range of financial, areas to Head of Office, and to Headquarters and senior mission staff; ability to ensure adequate preparation of reports or rationale with respect to key logistic and administrative decisions; strong negotiation and conflict-resolution skills. Shows pride in

work and 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

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility of delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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

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

An advanced university degree (Master's degree or equivalent) preferably in finance, business administration, accounting or other finance related discipline is required. A first level university degree in the above-mentioned fields with a combination of relevant academic qualifications (certification/training in finance/Accountancy) and experience may be accepted in lieu of the advanced university degree. Professional certification/accreditation as a Certified Public Accountant (CPA), Chartered Accountant or by a similar professional body is highly desirable.

Work Experience

A minimum of seven (7) years of progressively responsible experience in finance, accounting and financial reporting, analysis and interpretation of financial results, cost recovery and control monitoring, is required.

Knowledge of International public Sector Accounting Standards (IPSAS) is required.

Experience in use of ERP or SAP is required.

Experience in supporting international operations involving military/security, logistics, infrastructure development, or a similar undertaking is highly desirable.

Experience in working in a shared service centre or other centralized support 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 with financial management or accounting in an international setting is desirable.

Languages

English and French are the working languages of the United Nations. For the position advertised, Fluency in English is required. A working knowledge of French is desirable.

Assessment

Previously rostered candidates are not subject to any further assessment and as such, will not be invited for such an assessment. Evaluation of qualified candidates may include an informal interview.

Special Notice

This "Recruit from Roster" job opening is only open to roster applicants who are already placed on pre-approved rosters, following a review by a United Nations Central Review Body. Only roster applicants who were placed on rosters with similar functions at the same level are considered to be eligible candidates. Eligible applicants receive an email inviting them to apply. Rostered applicants are encouraged to apply only if they are interested and available to take up the position at the duty station/s specified in the Job Opening. Applying to this job opening carries an expectation to accept the offer, if selected.

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.

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.