

Posting Title : FINANCE OFFICER, FS6
Job Code Title : FINANCE OFFICER
Department/ Office : Client Support Unit / Client Services Pillar
Location : ENTEBBE
Posting Period : 5 March 2020-11 March 2020
Job Opening number : 20-FIN-OCRSCE CSC CSU-132956-J-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 International Benefits & Payroll Service Line (IBPSL) in Regional Service Centre, Entebbe. The incumbent will report to the Service Line Manager.

The RSCE employs a service delivery operating model, with a Service Line approach aiming to offer improved performance with:

- A process-based approach better suited for high volume transactions (as at the RSCE);
- Standardized service delivery with equivalent outcomes for all client missions
- Continuous focus on improving the overall performance of the process;
- It emphasizes on a higher client satisfaction rather than functional requirements, which are demonstrated mainly by a faster processing time for transactions;

It also serves to strengthen accountabilities by:

- Clearly defined service delivery expectations linked to roles and responsibilities established with in the service level agreements;
- Increased ownership of end-to-end processes and Key Performance Indicators (KPIs).

Responsibilities

Within delegated authority, the Finance Officer will carry out the following duties:

- Managing the achievement of RSCE key performance indicators (KPIs) and all Service Level Agreement (SLAs) components for RSCE projects/programmes/operations related to the respective Service Line.
- Provides advice, financial interpretations, adaptations and corrective actions 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 Line Manager.

- Management of delivery of services such as the processing of non-travel related 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.
- Treasury role for all payments originating from RSCE client Mission, and all payments assigned to the RSCE house banks; liaises daily with the UN Treasury at HQ for the oversight on payments of vendors and personnel released by the RSCE
- Development of the Service Line's annual budget development programme, particularly with respect to the establishment of major resourcing priorities, prepare cost estimates and budget proposals, in terms of the Service Line's resourcing requirements such non-staff requirements, including programmatic aspects; review, analyze and revise data with respect to the finalization of the budget proposals as well as Result Based Budgeting inputs
- Participates in the preparation, review and finalization of budget performance reports in compliance with the Legislative requirements and recommendations and Controller's instructions; reviews and ensures valid variances between approved budgets and actual expenditures;
- Participates in developing inputs to the UN's legislative processes for consideration of the Centre's financing requirements by FBFD, Controller's Office, the Advisory Committee on Administrative and Budgetary Questions (ACABQ) and the Fifth Committee of the General Assembly.
- Oversees the preparation of staff members' entitlements including claims, danger pay, daily subsistence allowance, mission subsistence allowance for Civilian staff 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.
- Supervises the disbursement processes of the RSCE or the Client Missions as appropriate; monitors the house bank account balances and transaction summaries; follows up on delayed and/or returned/rejected payments and unidentifiable deposits with banks; manages cash flow requirements.
- Acts as 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
- Approve and create profiles in payroll systems.
- Supports the Service Line Manager in the implementation of the performance appraisal system and monitors its compliance with the proper implementation of the performance management system, providing guidance and substantive support, including recommendations on training needs to staff on standards for the development of service, unit and individual work plans. Provides guidance and training (including preparation of training materials) to junior staff with respect to transaction processing and the use of UMOJA.
- Assists staff members regarding queries on payment and deposit-related issues
Monitors/reviews methods used to remit payments and supervises investigation of non-receipt of payments. Investigates complaints of non-receipt of payments and responds to staff when

required.

- Reviews incoming payment instructions with regard to banking details and sources of funds. Verifies receipts and deposit slips for all incoming funds from staff members reimbursements. Maintains internal control procedures to ensure payroll process adjustments (telephone, transport, gym charges) and release of payroll and non-related payroll payments vouchers are processed and posted correctly.
- Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to programme, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures.
- Performs other related duties, as assigned.

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 & 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

High school diploma or equivalent is required. Technical or vocational certificate in accounting, finance, budget or related fields is required.

Work Experience

At least 10 years of progressively responsible experience within the United Nations system or in the private sector at the national or international level in accounting, budgeting or financial management is required.

Experience in administration of a broad range of Allowances and Payments using Enterprise

Resource Planning System or equivalent is required.

Experience in application of UN Financial Rules and Regulations or similar in an operational environment is desirable.

Experience in a shared service centre or operation is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in 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 job opening is advertised to fill a temporarily vacant position during the absence of the regular incumbent for a period of one year or longer. The regular incumbent is entitled to return to this position at the expiry of the temporary vacancy period. If the regular incumbent exercises the right to return, the appointment or temporary assignment or promotion of the candidate selected for this job opening will not be renewed or extended. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.
- Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.
- This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15.
- Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.
- Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the

career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

The selection process for this job opening will be conducted pursuant to ST/AI/2010/3 on the "Staff Selection System" and include the compliance review process by a review body described in staff rule 4.15. In case of selection, a staff member of the United Nations Secretariat who meets the definition of "internal candidate" in staff rule 4.10 will be placed on a temporary assignment if he or she holds the same grade as the job opening; and a temporary promotion if he or she holds a lower grade than the job opening. If the regular incumbent vacates the position during such temporary assignment or promotion, the selected staff member will be laterally assigned, promoted or transferred to the position without further selection process under ST/AI/2010/3.

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.

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.

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.