

Posting Title : FINANCE OFFICER (CLAIMS SERVICE LINE  
MANAGER), P4  
Job Code Title : FINANCE OFFICER  
Department/ Office : Regional Service Centre at Entebbe  
Location : ENTEBBE  
Posting Period : 3 September 2020-9 September 2020  
Job Opening number : 20-FIN-RSCE-140849-J-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 Chief RSCE and support offices through the Deputy Chief 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 Service Delivery pillar at the RSCE. The Finance Officer (Claims Service Line Manager) reports to the Service Delivery Manager.

### **Responsibilities**

Within delegated authority, the Service Line Manager will be responsible for the following duties:

Establish a strong and effective partnership

- Provide inputs in the development of client mission partnership survey questions pertaining to financial functions.
- Ensure the quality of the financial reports and various inputs provided from RSCE meet the satisfaction level of desk officers in UNHQ and other stakeholders.
- Ensure that the team leaders take action on the client mission survey findings and UNHQ feedback.

Continuously improve service delivery by frequently monitoring performance and achieving targeted performance levels

- Ensure that expense reports and other financial transactions assigned to the Service Line are timely processed.
- Ensure that accurate accounting records are maintained for the preparation of IPAS-complaint trial balances / financial statements.
- Conduct regular reviews of transactions pending at various stages of the process and engage with relevant stakeholders for the timely processing of these transactions.
- Timely review and follow up regarding the root cause of outstanding reconciling items.
- Follow up with client missions to clarify and clearance of outstanding items.
- Supervise the preparation of monthly financial reports up to Trial Balance for all RSCE client missions in compliance with IPSAS standards
- Ensure that monthly bank reconciliation reports for RSCE client missions' house banks are prepared. .
- Support the development and updating of Service Line's process documentation covering Organization's policies, procedures and the use of ERP systems and other business applications.

Continuously improve process efficiency and drive standardization

- Ensure that the internal controls are implemented by all team members in the service line.
- Ensure internal controls are periodically tested for services rendered by the Service Line and findings reported to Service Delivery Manager.
- Facilitate implementation of RSCE internal controls within the Service Line.

Engage and energize the work force; Build the skills and knowledge for success

- Ensure that all team members in the SL complete all mandatory and compliance related training (including RSCE induction and client orientation training);
- Participate in work face planning project, inclusive of defining Financial Reporting role profiles and assist in conducting a gap assessment
- Support the Service Delivery Manager on continuous staff development (through external training, internal knowledge sharing sessions, etc.)

Ensure compliance with IPSAS and transition to the Umoja way of doing business

- Ensure that the established IPSAS compliance monitoring and internal control framework is fully implemented by all team members
- Report findings and make recommendations to Service Delivery Manager.

## Others

- Undertake research and analysis of relevant policies and procedures; make recommendations for changes and /or modifications.
- Ensure the integrity of financial and management systems and controls that underpin them.
- Provide support with respect to representation of the RSCE in meetings of legislative organs.
- Plan, organize, manage, guide, train and supervise the work of the Team assigned. Plan and oversee the management of activities undertaken by team members.
- Provide policy guidance to the Service Delivery Manager on conceptual strategy development and management of implementation of overall strategies of RSCE Financial policies and procedures.
- Provide substantive input in preparation of position papers and reports for presentation to intergovernmental bodies such as the Advisory Committee on Administrative and Budget Questions, and other policy making organs as appropriate.
- Contribute to the reporting to intergovernmental bodies on financial/programme performance or on programmatic/substantive issues, as appropriate, particularly those presented in biannual and/or annual reports.
- Ensure that the outputs produced by the team members maintain high quality standard before completion to ensure they comply with the relevant mandates.
- Prepare inputs for work programme of the Service Line, determining priorities and allocating resources for the completion of outputs and their timely delivery.
- Foster teamwork and communication among staff in team.
- Perform all 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, 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.

## **Work Experience**

A minimum of seven years of progressively responsible experience in finance, administration, budget, business administration or related area is required.

Experience in the administration of a broad range of finance-related Allowances and Payments or Benefits and Entitlements using an Enterprise Resource Planning system (ERP) is required.

Experience with financial management or accounting in an international setting 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 in a shared service center is desirable.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in English, oral and written is required; Knowledge of another UN official language is an advantage.

## **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

## **Special Notice**

•This position is temporarily available until 30 June 2021. 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.
- 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 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.