

Posting Title : ASSOCIATE FINANCE OFFICER, P2
Job Code Title : ASSOCIATE FINANCE OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 19 June 2019-25 June 2019
Job Opening number : 19-FIN-RSCE-118585-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 Regional Service Centre, Entebbe (RSCE); a service center which is responsible for service delivery to client missions in accordance with the existing operating model and service level agreements to its Client Missions in East, West and Central Africa. The Associate Finance Officer reports to the Service Line Manager.

Responsibilities

Under the general supervision of the Service Line Manager, the Associate Finance Officer will be responsible for the following duties:

PAYROLL

- Responsible for end-to-end processing of payroll providing accurate, timely and efficient services for clients; conduct simulation and actual payroll runs and analyze payroll results as per established procedures
- Ensure the operational aspects of payroll processing and associated activities are accurate and delivered within appropriate time frames and comply with relevant policies and guidelines
- Attend to payroll inquiries in a courteous and timely manner
- Resolve difficult inquiries and assist in identifying payroll errors and implementing corrective action where required to ensure payments are processed accurately and database integrity is maintained
- Monitor Pension Fund reports for National Staff and prepare year-end report for submission to New York.

FINANCIAL REPORTING

- Check monthly/quarterly and yearly mission accounts, accounts receivables and payables for submission to UN Headquarters.
- Review and reconcile various clearing accounts and investigate erroneous/invalid entries to take appropriate corrective accounting action.
- Record bank charges, revaluation, exchange rate between the bank and UN rates and other transactions.
- Perform bank reconciliation.
- Check and post all obligations issued by other units in Umoja.
- Coordinate with agencies and other organizations to settle debit advices received or send debit advices, ensuring payments are made and accounts effectively reconciled.

DISBURSEMENTS/CASHIER

- Review various vouchers and accounting transactions, e.g. payroll, payment of staff entitlements, final payments, travel claims, vendor invoices, agencies, etc., to ensure conformity and adherence to relevant staff rules, financial regulations and rules of the UN.
- Ensure that staff entitlements such as monthly salary, final payments, home leave and DSA payments are processed accurately and according to the rules and regulations.
- Review payments to vendors for goods and services, including checking of payments for accuracy and correcting any discrepancies. Post transactions in Umoja.
- Review Vendors invoices and post them in Umoja. Liaise with Procurement and other units on any pending issues regarding contracts and purchase orders.
- Review and check petty cash and imprest fund reimbursements and create reimbursement transactions in Umoja.
- Liaise with custodians on data entry to ensure data is in accordance with the accounting procedures and Financial Rules and Regulations.
- Ensure that house bank accounts has sufficient funds at all times to cover all the client mission's day to day operational requirements and regular payments assigned to it.
- Prepare and disburse payments/cheques.
- Prepare receipts and deposit slips for all incoming funds.
- Assist in cash management, including preparing cash flow forecasts.
- Assist to make sure cash in vault are accounted for on a daily basis.
- Respond to queries from staff members and third parties.
- Supervise General Service or National Staff as required.
- Perform other related duties as assigned.

Competencies

Professionalism: Ability to identify and resolve budgetary problems and identify sources for data collection. 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 Organisation: 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

An advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, or a related field is required. A first-level university degree in combination with an additional two years of qualifying work experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of two years of progressively responsible experience in business or public administration, finance, accounting or related area is required. Experience working with Enterprise Resources Planning (ERP) systems such as Umoja, SAP or similar is required. Experience in end-to-end processing of payroll is desirable. Experience providing administrative, finance and/or budget support to offices of the United Nations common system or a comparable international organization is desirable. Experience working in a shared service centre or operations is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in English is required.

Assessment

Evaluation of qualified candidates may include an informal interview.

Special Notice

- This position is temporarily available for a period of six (6) months. 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.

- 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.

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.