



**VACANCY ANNOUNCEMENT**

**Job Opening Reference:** RSCE/TJO/FIN/001/01- 2020

**Issuance Date:** 07 January 2020

**Deadline Date:** 13 January 2020

**Type of contract:** Temporary Appointment

**Duration:** 6 months

**Department:** Regional Service Centre Entebbe (RSCE)

**Scheduled date for taking up appointment:** ASAP

<b>Title: Finance Officer</b>	<b>Grade: NO-C</b>	<b>Duty Station: Entebbe, Uganda</b>
<b><u>PLEASE NOTE THAT THIS IS A LOCALLY-RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</u></b>		
<b>Women are strongly encouraged to apply</b>		

- Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

**Org. Setting and Reporting**

The Position is located in the Accounts Unit within the Financial Services & Compliance Monitoring Pillar of the Regional Service Centre Entebbe (RSCE). The incumbent will report to the Service Line Manager, Accounts Unit.

**Main Duties and Responsibilities**

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

- 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 members take actions on the client mission survey findings and UNHQ feedback.
- Provide policy guidance to the Chief Financial Services on conceptual strategy development and management of the implementation of overall strategies of RSCE Financial policies and procedures
- Ensure that accurate accounting records from IPSAS-compliant trial balances derived, are maintained. Support the preparation of monthly financial reports up to Trial Balance stage for all RSCE client missions in compliance with IPSAS standards
- Timely review and follow up regarding the root cause of outstanding reconciling items. Follow-up with client missions to clarify and clear of outstanding items.
- Ensure that monthly bank reconciliation reports for RSCE and RSCE client missions' house banks are prepared and all open items cleared

- Support the development of accounting manual to document policies, procedures, and the use of ERP systems.
- Ensure that the enhanced internal controls are implemented by all teams in Service Line and that identified risks are documented and reported
- Ensure Internal Controls testing is conducted across all Service Lines, and findings reported to Service Delivery Managers and the Chief of RSCE. Facilitate implementation of RSCE internal controls in Service Lines.
- Undertake research and analysis of financial policies and procedures; make recommendations for changes and/or modifications
- Ensure that all team members 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 Service Line Manager on continuous staff development (through external training, internal knowledge sharing sessions, etc.). Foster teamwork and communication among staff in the team
- Ensure that the outputs produced by the Team maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensure that all outputs produced by the team meet required standards before completion to ensure they comply with the relevant mandates.
- Plan, organize, manage, guide, train and supervise the work of the Team assigned. Plan and oversee the management of activities undertaken by the team;
- Ensure that the established IPSAS compliance monitoring and internal control framework is fully implemented.
- Ensure the integrity of financial and management systems and the controls that underpin them.
- Report findings and make recommendations to Chief of Financial Services.
- Acts as an Approving Officer under Financial Rule 105.4 in adherence with the UN Regulations and Rules.
- Perform all other related duties as required

### Competencies:

- **Professionalism:** 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.

- **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.

### **Qualifications 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 in combination with relevant academic qualifications (certification/training in finance/Accountancy and an additional two (2) years of qualifying 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**

- For holders of an Advanced University Degree (Master's degree or equivalent), at least five (5) years of progressively responsible experience in finance, accounting, budget, business administration or related area is required.
- A minimum of seven (7) years progressively relevant responsible professional experience in case of a first-level university degree is required.
- Experience in use and application of IPSAS, IFRS or other international accounting standards is required.
- Experience with financial management or accounting in a complex organizational setting is desirable.
- Experience in SAP Business Objects is desirable
- Experience in advanced Microsoft Excel, Word, PowerPoint and Power BI, and experience in Visio and data analysis and management, programming or systems analysis and management is desirable
- Experience in a shared service center is desirable

### **Languages**

- English and French are the working languages of the United Nations Secretariat. Fluency in English is required;
- Knowledge of another official United Nations language is an advantage.

### **ADDITIONAL IMPORTANT COMMENTS.**

**Please note that failure to comply with the below will render your application invalid for this process.**

1. All applicants must apply using a Personal History Profile generated from INSPIRA (visit <https://inspira.un.org>) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

2. All applications must be accompanied by the following which MUST be provided at the time of submission:
  - Signed Personal History Profile (PHP) as generated from INSPIRA (visit <https://inspira.un.org> to generate an account and the PHP) submitted as a PDF or JPEG attachment to the document.
  - Latest performance evaluation report (for internal UN Candidates).
  - Copies of University Degrees, and other relevant certificates and diplomas.
3. PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: [rsce2-recruitment@un.org](mailto:rsce2-recruitment@un.org) WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.
4. PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.
5. Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
6. Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission.
7. This position is funded for an initial period of 6 months and may be subject to extension. The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.
8. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.