



**Job Opening Reference:** RSCE/GJO/008/06/2017

**Issuance Date:** 30 June 2017

**Deadline Date:** 30 July 2017

**Type of contract:** Fixed Term Appointment

**Duration:** 1 year

**Department:** RSCE

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

<b>Title: Finance Assistant</b>	<b>Grade: GS-6</b>	<b>Duty Station: Entebbe, Uganda</b>
<b><i>PLEASE NOTE THAT THIS IS A LOCALLY-RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</i></b>		
<b>Women are strongly encouraged to apply</b>		

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

### **Organizational Setting and Reporting Relationship.**

This position is located in the Regional Service Centre Entebbe (RSCE). The Finance Assistant at this level reports to the Chief of Unit.

#### **1. Main Duties and Responsibilities:**

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

- Receives invoices and records in tracking tool; Reviews completeness of relevant supporting documentation for invoices and payment requests; Processes vendors payments after verification of accuracy and consistency with Purchase Order and Goods Receipt/ Service Certification; Advise Vendors, Procurement, Self-Accounting Units (SAUs) & Receiving & Inspection (R&I), etc. any missing documentation or anomalies that may delay payment within one business day; following up to obtain missing documentation; Maintains record of pending issues, updating case files weekly; Responds to queries from Vendors, Procurement, SAU, R&I etc. Assists in measuring performance against established Key Performance Indicators (KPIs)
- Assists in the development of the Service Line's annual budget, particularly with respect to the establishment of major resourcing priorities, and prepare cost estimates and budget proposals, in line with the Service Line's resourcing requirements. Assists in the review, analysis and revision of data with respect to the finalization of the budget proposals as well as Result Based Budgeting inputs;
- Processes staff members' entitlements including claims, danger pay, daily subsistence allowance, mission subsistence allowance for Government Provided Personnel, Civilian Police and Staff Officers, volunteer living allowance and any other allowances for payments in conformity and adherence to applicable United Nation's policies e.g. staff rules, financial regulations and rules, ST/AI issuances or practices, IPSAS policy framework etc.

- Provides input to responses 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.
- Handles disbursements related to the processing of payroll and electronic bank transfers for non-payroll payments; processes cheque payments; maintains master data and banking details for new staff and amendments for existing staff. Verifies and checks all transfers from house banks depending on currency and location. Handles payments from imprest and reconciliation of imprest accounts. Prepares remittance requests to UNHQ and projections of off-cycle payments; Liaising with local/ International banks. Answers queries from staff members, missions and banks.
- Performs analysis and reconciliations pertaining to the monthly payroll processes; Reviews staff accounts and initiates recoveries of debts owed to the UN (telephone charges, transport charges, gym fees, etc.),
- Processes final payment on separation; prepares pension reports and schedules.
- Perform other duties as and when required by the Supervisor.

## 2. Competencies:

- **Professionalism:** Provides direct operational support to the RSCE and its Client Missions by processing financial related allowances and payments activities and all personnel and contract administration transactions. 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.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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.

## 3. Qualifications required to perform the assigned duties of the post.

### Education

- High school diploma or recognized equivalent is required. An additional qualification in finance, accounting or audit is desirable.

### Work Experience

- A minimum of seven (7) years of progressively responsible experience in financial management, accounting, audit, administrative services or related area is required.

- Experience in the administration of a broad range finance-related Allowances and Payments or Benefits and Entitlements using an ERP is required.
- Experience in application of Financial Rules and Regulations, policies, practices and procedures in a large-scale organizational setting is required.
- Experience working in financial management within an 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 post advertised, fluency in oral and written 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).
  - Copy of High School Diploma.
  - Copies of 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 one year 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.