



## UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

### I. Position Information

<b>Job code title:</b>	<b>Finance Associate</b>
Pre-classified Grade:	ICS -7
Supervisor :	Operations Manager

### II. Organizational Context

Under the guidance and direct supervision of the Operations Manager, the Finance Associate provides leadership in execution of financial services in the CO ensuring effective and transparent utilization of financial resources and integrity of financial services. The Finance Associate promotes a client-oriented approach consistent with UNDP rules and regulations.

The Finance Associate supervises and leads the support staff of the Finance Unit. The Finance Associate works in close collaboration with the operations, programme and project teams in the CO and UNDP HQs staff for resolving complex finance-related issues and information delivery.

### III. Functions / Key Results Expected

#### Summary of Key Functions:

- q Administration and implementation of operational strategies
- q Administration of budgets and cost-recovery system
- q Accounting and administrative support
- q CO cash management
- q Facilitation of knowledge building and knowledge sharing

1. Ensures **administration and implementation of operational strategies**, **adapts processes and procedures** focusing on achievement of the following results:

- q Full compliance with UN/UNDP rules, regulations, and policies of financial activities, financial recording/reporting system and follow-up on audit recommendations; implementation of effective internal controls, proper functioning of a client-oriented financial resources management system.
- q CO Finance business processes mapping and elaboration of the content of internal Standard Operating Procedures in Finance in consultation with office management.
- q Implementation of cost sharing and trust fund agreements, elaboration of conditions of contributions within the CO resource mobilization efforts.
- q Elaboration of proposals and implementation of cost saving and reduction strategies in

consultations with office management.

2. Ensures **administration of budgets and functioning of the optimal cost -recovery system** focusing on achievement of the following results:

- q Preparation and modifications of budgets for UNDP projects, follow up with HQs on authorized spending limits (ASL) for management projects.
- q Establishment of criteria for pro -ration of Agencies contributions to the common services account, preparation and modifications of the common services budget and follow up on timely recovery of payments.
- q Implementation of the control mechanism for development projects through monitoring budgets preparation and modifications, budgetary status versus ASL, follow up with HQs on ASL for development projects , maintenance of the General Ledger.
- q Sending project budget to KK if authorized by the Senior Management (can be done only on the basis of signed prodocs and project budgets).
- q Presentation of thoroughly researched information for planning of financial resources of the CO, reports containing analysis of the financial situation.
- q Timely preparation of cost -recovery bills in Atlas for the services provided by, elaboration and implementation of the income tracking system and follow up on cost recovery.

3. Provides **accounting and administrative support** to the Finance Unit focusing on achievement of the following results:

- q Proper control of the supporting documents for payments, review of financial reports for NEX projects.
- q Approval of vendors in Atlas ( as a senior member of the Finance team).
- q Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas; payrolls are duly prepared; travel claims, MPOs and other entitlements are duly processed.
- q Coordination and review of accounts closure
- q Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers. Timely response to HQ requests to resolve financial data issues.
- q Maintenance of the Accounts Receivables for UNDP projects and follow up with partners on contributions.
- q Timely VAT reimbursements, payment of GLOC by the Government.

4. Ensures proper **CO cash management functioning** focusing on achievement of the following results:

- q Timely review of cash position for local accounts to ensure sufficient funds on hand for disbursements. Timely identification and recording of receipts for income application.
- q Daily review of zero -balance account bank statements in Atlas to monitor imprest level; identification and recording of contributions.
- q Alternate to Finance Analyst (or Operations Manager) as primary contact with local bank management on routine operational matters including negotiation of exchange rate on replenishment. May serve as member of bank signatory panel upon decision of Resident Representative.
- q Transaction and stop payment initiation on internet banking systems.
- q Approval and submission of monthly UN exchange rate report to Treasury.
- q Timely and accurate preparation of bank reconciliations.
- q Selecting bank transfers and deals for approval and settlements.
- q Performing Paycycle manager role in Atlas.
- q Timely preparation of monthly cashflow forecast for use by Operations Manager/Finance Analyst. Liaison with UN Agencies to obtain estimate of their cash requirements.

q	Alternate as cashier for cash disbursements made on site.
5.	Ensures <b>facilitation of knowledge building and knowledge sharing</b> in the CO focusing on achievement of the following results:
q	Organization of trainings for the operations/ projects staff on Finance.
q	Synthesis of lessons learnt and best practices in Finance.
q	Sound contributions to knowledge networks and communities of practice.

#### IV. Impact of Results

The key results have an impact on the overall CO efficiency in financial resources management and success in implementation of operational strategies. Accurate analysis and presentation of financial information enhances UNDP credibility in use of financial resources and proper financial process management. The information provided facilitates decision making of the management.

#### V. Competencies and Critical Success Factors

##### Corporate Competencies:

- q Demonstrates commitment to UNDP's mission, vision and values.
- q Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

##### Functional Competencies

##### Knowledge Management and Learning

- q Shares knowledge and experience
- q Encourages office staff to share knowledge and contribute to UNDP practice areas
- q Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

##### Development and Operational Effectiveness

- q Ability to perform a broad range of specialized activities related to financial resources management, including formulating budgets, maintaining Accounts Receivables and Accounts Payables, reporting.
- q Sound knowledge of financial rules and regulations, accounting
- q Strong IT skills
- q Ability to provide input to business processes re-engineering, implementation of new system

##### Leadership and Self-Management

- q Focuses on result for the client and responds positively to feedback
- q Consistently approaches work with energy and a positive, constructive attitude
- q Demonstrates openness to change and ability to manage complexity

##### **UNDP Accounting and Finance Training and certification**

## VI. Recruitment Qualifications

Education:	Secondary Education with specialized certification in Accounting and Finance. University Degree in Business or Public Administration would be desirable, but it is not a requirement.
Experience:	5 to 7 years of progressively responsible finance experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.
Language Requirements:	Fluency in the UN and national language of the duty station.

## VII. Signatures - Job Description Certification

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date