



JOB DESCRIPTION

Official Job Title:	Finance Associate	Duty Station: Cairo, Egypt
Grade (Classified)	G-7	
Post Number:	00032819	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:		Date:

1. Organizational Location

The Finance Associate position is located in the Arab States Regional Office (ASRO) and reports to the International Operations Manager (IOM).

2. Job Purpose

- The Finance Associate delivers quality financial services to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the ASRO and UNFPA-supported projects. S/he provides support in giving advisory assistance to country offices as requested in the area of finance, financial policy application and the ERP system in use or processing transactions and preparing reports.

3. Major Activities/Expected Results

- Supports the monitoring of programme financial performance for all core and non-core resources by providing necessary financial information and analysis, including implementation rate against indicators/results. Detects potential over/under expenditure problems and proposes remedial action.
- Develops tools and mechanisms for effective and efficient monitoring of programme and project budgets, coordinates compilation of financial data and provides accurate and updated financial information to HQ and ASRO on a continuous basis.
- Assists in the management of ASRO Institutional Budget by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions according to the needs of ASRO office.
- Interprets financial policies and procedures and provides guidance and training to staff and programme managers. Strives to identify ways in which programme financial needs can be met within existing policies.
- S/he is in charge of payments and reviews supporting documents thoroughly to ensure the supporting documents are adequate, evidencing authorization as well as adherence to the requisite policies and procedures.
- Maintains an effective financial recording and reporting system, internal control and audit follow-up, and processes financial transactions in ATLAS in an accurate and timely way.
- Reviews and monitors charges for common services and cost recovery taking into account maximum cost efficiency and represents UNFPA's interests in related negotiations and agreements.
- Building the capacity of COs in the area of finance and accounting where such capacity is identifies to be lacking or where there are new staff that need orientation. Work closely

with the operations manager in supporting Country Offices by building capacity as required in finance and accounts either remotely or by travelling to the respective countries as assessed to be necessary.

- Research and draft responses to enquiries in finance based on the provisions of policy and guidance documents for clearance by the IOM;
- Process financial advances to Implementing Partners in ATLAS against FACE forms and AWP, monitor status of advances to partners (the Operating Fund Accounts) and propose action for the timely clearance of outstanding reports or expenditures;
- Participate in spot check teams visiting partners and serve in the teams as the person checking and reporting on the area of finance
- Coordinate year-end financial closures, assets and liabilities, and balance sheet statements;
- Produce regular financial reports needed for management decision making, making an analysis and advising on the implications of the reports.
- Follow up on funds received from donors to ensure entry into the system and its allocation under Regional Office or Country Office departments as appropriate. He/she should notify the IOM and other relevant officers if delay is observed.
- Supports in the preparation of financial reports to donors as requested by
- Issuance of travel related payments, monitoring claims and related settlement ensuring adherence to travel policies.
- Issuance of cash receipts for any payments received and preparation of deposit letters for deposit creation in Atlas by UNDP.
- Preparation of Financial Accountability Checklists, ensuring timely trouble shooting and corrective measures and hence accuracy of financial records. Regularly accessing financial records and reports COs in the system and where any need for correction is observed following up to ensure timely correction as necessary.
- Handling the Filling system for financial documents both electronically and manually.
- Participates in the interagency finance working group, representing the interest of UNFPA.
- Perform any other duties as may be required by the management of the ASRO to ensure seamless financial support to the Regional office and its COs.

4. Work Relations

Internal partners include administrative and programme/technical staff at ASRO and COs, as well as Division/Branches at HQs to resolve policy and procedural issues, and region specific issues.

External partners include UNDP, other UN agencies, vendors and other non-UN partners that are essential to the work of the ASRO office.

5. Job Requirements

Core competencies:

Values

Integrity/Commitment to mandate

Acts in accordance with UN/UNFPA values and holds himself/herself accountable for actions taken. Demonstrates personal commitment to UNFPA's mandate and to the organizational vision.

Knowledge sharing/Continuous learning

Takes responsibility for personal learning and career development and actively

seeks opportunities to learn through formal and informal means. Learns from others inside and outside the organization adopting best practices created by others. Actively produces and disseminates new knowledge.

Valuing diversity and Cultural Sensitivity

Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity. Takes actions appropriate to the religious and cultural context and shows respect, tact and consideration for cultural differences. Observes and inquires to understand the perspectives of others and continually examines his/her own biases and behaviors.

Managing Relationships

Working in teams

Works collaboratively with colleagues inside and outside of UNFPA to allow the achievement of common goals and shared objectives. Actively seeks resolution of disagreements and supports the decisions of the team.

Communicating information and ideas

Delivers oral and written information in a timely, effective and easily understood manner. Participates in meetings and group discussions actively listening and sharing information. Frankly expresses ideas with the intent to resolve issues, considers what others have to say and responds appropriately to criticism.

Conflict and self management

Manages personal reactions by remaining calm, composed and patient even when under stress or during a crisis and avoids engaging in unproductive conflict. Expresses disagreement in constructive ways that focus on the issue not the person. Tolerates conditions of uncertainty or ambiguity and continues to work productively.

Working with people

Empowerment/Developing people/Performance management

Integrates himself/herself into the work unit seeking opportunities to originate action and actively contributing to achieving results with other members of the team. Knows his/her limitations and strength, welcomes constructive criticism and feedback and gives honest and constructive feedback to colleagues and supervisors. Seeks new challenges and assignments and exhibits a desire to learn. Accepts responsibility for personal performance participating in individual work planning and objective setting seeking feedback and acting to continuously improve performance.

Personal Leadership and Effectiveness

Analytical and strategic thinking

Uses appropriate analytical tools and logic to gather, define and analyze

information, situations and problems and draws logical conclusions from data. Demonstrates an ability to set clear and appropriate priorities focusing on tasks and activities which have a strategic impact on results. Anticipates and meets information needs of the team and other stakeholders.

Results orientation/Commitment to excellence

Strives to achieve high personal standard of excellence. Takes action that goes beyond responding to the obvious needs of the situation and persists until successful outcomes are achieved.

Appropriate and transparent decision making

Makes timely and appropriate decisions taking into consideration various and complex issues and takes responsibility for the impact of decisions. Inquiries to understand the perspectives of others and continually examines his/her own biases and behaviors.

Functional Competencies:

- *Business acumen* – Independently gathers, analyses, and interprets data and information from a wide range of sources using appropriate analytical tools and professional standards. Identifies warning signs based on financial analysis, probes for clarification or points of concern and presents findings.
- *Implementing management systems* – Maintains information/databases on system design features and develops system components. Makes recommendations relative to work-processing approaches and procedures which would lead to more efficient systems design.
- *Client orientation* – Establishes effective relationships with internal and external clients, actively supports the interests of the client and researches potential solutions to client needs. Organizes and prioritizes work schedule and addresses client needs and deadlines promptly and appropriately.

Other requirements include:

- Strong accounting skills, knowledge of financial rules and regulations, and accounting
- Strong IT skills and proficiency
- Ability to provide input to business processes re-engineering, implementation of new systems
- Ability to administer and execute financial and accounting processes and transactions
- Results oriented approach to work
- Strong communication and relationship management skills

Education:

- University (Bachelor) degree in accounting, or finance, or business administration. Bachelor's degree in business administration, public administration, finance, information technology, economics or related field is preferable. Professional Qualifications such as ACCA, CPA, CMA etc will be an added advantage for this position.

Knowledge and Experience:

- Minimum of 7 years work experience (after university graduation) in finance or administration, office management.
- Experience in the above areas with international organizations will be an asset;
- Experience in UN accounting framework and systems and specifically Atlas/PeopleSoft will be an advantage;
- Proficiency in use of spreadsheets, word processing and computerized accounting systems;
- Good writing and communication skills.

Languages:

Fluency in English and Arabic is required.

Other Desirable Skills:

Initiative, strong conceptual abilities, sound judgment, strong interest in development work, especially the mission of the United Nations Population Fund and dedication to the principles of the United Nations.

Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary plus cost of living adjustment, rental subsidy, education grant, home leave, health insurance and other benefits as applicable.

Disclaimer

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.