

## **Administrative and Finance Officer, NOB, Guinea Bissau**

### **The key functions/accountabilities**

#### **1. Policy, procedures and strategies**

As technical professional, the incumbent is accountable for the correct and consistent application of policies and procedures in the assigned administrative functions through the provision of guidance and support to the Guinea Bissau Country Office.

Contributes to strategic planning and monitoring of administrative matters at country level as necessary. In coordination with the Deputy Representative Operations, implement the appropriate application and interpretation of administrative rules, regulations, policies and procedures, training, roll-out, monitoring and evaluation of new operational initiatives.

Brief and assist arriving and departing staff on basic administrative procedures and requirements.

Make specific recommendations on the improvement of systems and internal controls, planning, restructuring and resolution of sensitive issues, taking into account the prevailing conditions in the locality. Keep supervisor abreast of potential problem areas and identify and recommend solutions. Prepare reports on administrative matters as required.

#### **2. Budget management**

Help monitor the budget in close coordination with the Deputy Representative Operations to ensure that objectives stipulated early in the fiscal year are realized for smooth operations of the office

Recommend and prepare estimates on office premises, supplies and equipment requirements for budget preparation purposes.

#### **3. Administrative support and Services**

Undertake delivery and improvement in administrative support and office services including space management, transport services, vehicle use and maintenance, equipment, conference and travel arrangements, document reproduction, communications, mail and delivery services, local procurement and bill payments of utilities.

Ensure the timely and cost-effective provision of basic office services including space management, equipment, communications and security to enhance staff safety and productivity.

Ensure the timely and cost-effective provision of basic office services including premises maintenance, space management, assets and fleet management including planning maintenance and disposal in accordance with organizational standards, conference and travel arrangements, mail and delivery services.

Ensure that all administrative transactions and arrangements of contracts are in compliance with the applicable policies, procedures, rules and regulations. Monitor payments against contractual obligations

Support the Inter-Agency Operations Management Team's approaches for enhancing UN common services to attain efficiencies and effectiveness.

#### **4. Property management**

Support property management of administrative supplies, office equipment and vehicles, updating inventory of items, serving as ex-officio member to the Property Survey Board. Assist supervisor in Property Survey Board submissions, preparing minutes of meetings. Assist supervisor in executing PSB recommendations approved by the Head of Office.

Monitors and supervise adequate and appropriate use of supplies. Ensures that services and maintenance of premises are in accordance with organizational standards.

#### **5. Support to financial planning and management**

Support the development of the finance, budget and administrative components of the CPMP is completed; participate in the review of office structures and operations, and compilation of required job descriptions, prior to budget preparation, in line with country programme commitment; contribute to the preparation of budget and the accompanying justification and documentation. Participate in the country programme strategy, development, planning and preview/review meetings, to identify staffing and administrative operational requirements.

Provide technical and operational support on the application, interpretation and implementation of operational policies, procedures and guidelines to the Representative and CO colleagues and stakeholders. Resolve routine financial operational issues and/or recommend (and record) deviation from policies and guidelines to meet objectives.

Provide technical support to the programme counterparts/committees, e.g. review budgets and financial plans of implementing partners; monitor compliance with HACT framework, including support to assessments, assurance and capacity development of implementing partners.

Prepare and/or monitor financial exception reports to assess unusual activities and transactions, investigate anomalies, and keep supervisor informed for timely action.

Review financial and reputational risks in the transactions carried out by the office and raise flags when action is needed by management.

#### **6. Control of accounts**

Process and/or review (as per delegated authority) the accurate and timely processing submission of payments, journal entries and other financial transactions within scope to the Global Shared Services Center (GSSC), ensuring compliance with budgetary limits, IPSAS and organizational regulations, rules, policies,

procedures, standards of accountability, and ethics. Take timely action on outstanding accounts to resolve pending issues. This includes dialogue and follow up with the GSSC to facilitate timely processing of financial transactions submitted to the center.

Process/supervise (as per delegated authority) the disbursement of payments when done locally via bank letters, checks, or petty cash.

Process and supervise cash receipts and reconcile income contributions to ensure their timely deposit and recording in UNICEF systems.

Provide support in monitoring and analyzing financial transactions, accounting reports and reconciliation of accounts to ensure accurate and current financial information for applicable compliance (e.g. IPSAS, donor reporting, internal policies) and management oversight, planning and/or action.

Prepare or contribute to mandated management/statutory office financial and accounting reports to UNICEF Board/Bodies/Donors, verifying the reliability of data and compliance with organizational guidelines.

Collaborate with oversight bodies (e.g. UNBOA, OIAI, Evaluation Office, JIU, donors, etc.) to provide answers to requests; support the Deputy Representative Operations in the implementation of agreed audit recommendations; advise on corrective measures to be taken and establish relevant internal controls.

Develop training activities to ensure effective operational performance and efficiency.

Complete applicable accounts closure activities (monthly, quarterly and yearly) on a timely basis and per closure instructions.

Examine DCT transactions (transfer, adjustments, reprogramming and liquidation) supporting documents to ensure FACE form has been properly entered into the system and the expenditure is broadly reasonable and in accordance with policy.

## **7. Treasury and cash management**

Help manage bank, petty and cash on hand accounts transactions and operations in accordance with UNICEF/UN financial regulations and rules, policies, procedures and local banking practices. Keep abreast of procedures and regulations regarding maintenance of bank accounts and exchange and interests' rates. Keep supervisor and relevant colleagues informed for timely action.

Help maintain contact with local bank management on routine operational matters.

Help maintain a system to monitor and forecast periodic cash requirements. Provide current information on cash position/forecast to management and make recommendations or take action to ensure sufficient availability of resources for programmes and operations activities.

Submit monthly bank statements to the GSSC for reconciliation and take appropriate corrective actions on findings identified by the Center.

## **8. Staff Learning and Development**

Collaborate on the development of training activities to ensure effective operational performance and efficiency within area.

Promote a culture of highest ethical standards and behavior in management of UNICEF's resources.

Support initiatives for management improvement by capturing, institutionalizing and sharing best practices and lessons learned. Recommend improvements in processes and procedures to enhance productivity and performance including implementation of cost saving strategies.

Participate and/or organize training and learning events to build capacity of staff and stakeholders/partners.

Support operations of the office as required.

## **Impact of Results**

The incumbent contributes to creating an efficient and effective office processes and conducive working environment where staff personal and professional development would result in efficient and timely contributions to achieve office objectives thereby contributing to the strategic goals of the organization. This in turn contributes to maintaining/enhancing the credibility of UNICEF as an effective and responsible manager of resources entrusted to the organization and to furthering UNICEF's image as a competent organization for delivering cost effective and sustainable program results.