UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE (GJP)

I. Post Information

Post number/Case number: **102898** Post/Case number of Supervisor: **130084** Job title: **Sr Finance Associate** Supervisor Title/Level: **Finance Officer, NO2** Organizational Unit: **Opérations** Post location: **Burkina Faso Country Office**	Job category: **GS** Proposed level: **GS7** Job title: **Sr Finance Associate** Functional Code**: FIN** ICSC CCOG Code: **2103** Job Classification:

II. Strategic Office Context and purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context

The Specific Job Profile for a Senior Finance Associate, at the G-7 level, is to be used in the GSSC**,** reporting to a Finance Officer at level 2.

Purpose for the job:

The Senior Finance Associate will be responsible for providing a variety of specialized tasks in finance functions, ensuring accurate and timely delivery that is in compliance with UNICEF financial rules and regulations, whilst demonstrating the capacity to research, adapt and evaluate irregular cases, and also to recommend improvements to process delivery and design.

At the G-7 level, the tasks below are expected to be carried out with a high level of independence.

III. Key functions, accountabilities and related duties/tasks:

KEY ACCOUNTABILITIES AND DUTIES & TASKS

Summary of key functions:

1. **Provide support and oversight to transactional teams**
   - Provide technical expertise, proficiency and procedural oversight to transactional teams ensuring consistent adherence to standards, policies, and best practices based on substantial subject-matter knowledge.
   - Exercise a high degree of autonomy in leading stream-specific project implementations and cross-functional initiatives with internal and external stakeholders.
   - Ensure accurate representation of business units' needs in relevant projects and forums, reflecting a broad scope and impact of support services.
   - Ensure timely and quality reporting of incidents and facilitate efficient resolution in line with service quality expectations.
   - Monitor the performance of transactional teams, identify gaps, ensure quality control, and address recurring issues proactively.
   - Lead the development and maintenance of critical process documentation, ensuring alignment with evolving business needs and compliance standards.

2. **Enable informed decision-making**
   - Provide data-driven insights and reports to drive change and support informed decision making.
   - Proper handling and protection of sensitive and confidential information in line with data privacy rules and internal controls.
   - Monitor trends in process performance and suggest adjustments or optimizations based on findings.
   - Offer high-level insights into operational risks, challenges, and strategic opportunities ensuring informed decision-making across functional areas.
   - Identify systemic risks and present well-structured mitigation strategies that address root causes and anticipate future bottlenecks.

3. **Drive Process Improvement**
   - Lead or actively contribute to business solution initiatives that generate upstream value.
   - Take ownership of relevant internal project delivery, ensuring end-to-end delivery with minimal supervision, including pilot implementation of processes.
   - Identify and resolve technical or process-related bottlenecks that hinder transactional processing, act as a key contributor in diagnosing areas where technical solutions would improve business performance proposing practical, innovative solutions.
   - Independently conduct root cause for recurring issues and identify areas for process redesign.
   - Leverage high-level technical and procedural knowledge to recommend and implement innovative, scalable solutions for performance enhancement and efficiency improvements.

4. **Stakeholder management**
   - Navigate and resolve sensitive, complex matters, align expectations between stakeholders through clear, diplomatic communication and engagement.
   - Establish and maintain strong working relationships across functions and grades, demonstrating influence and credibility.
   - Proactively manage stakeholder expectations by articulating both the constraints and benefits of proposed solutions, ensuring shared ownership of outcomes.
   - Support behavioral change initiatives across Offices, guiding and coaching stakeholders to adopt new systems and processes.

5. **Support system enhancement**
   - Gather and define system requirements from end users to support system enhancements.
   - Participate in relevant system testing and user acceptance testing (UAT) to ensure that system enhancements meet business needs.
   - Support the smooth rollout of system enhancements through communication, training, and issue resolution.
   - Assist in troubleshooting system issues and liaise between transactional teams and other stakeholders for quick resolution.

IV. Impact of Results

The efficiency and efficacy of the Senior Finance Associate directly impacts on the optimum, appropriate and effective use of resources and efficient financial recording, accounting and reporting, which in turn facilitates management oversight, decision making and quality control.

V. Capabilities Required

1. **Project Management (3)**
- Create project plans, objectives and deliverables
- Track and organize resources like time, budget, and team efforts
- Identify and report potential risks for further guidance

2. **Collaboration (3)**
- Navigate organizational dynamics and adapt behavior to respond to different situations
- Choose appropriate words, tone and tailors' messages respectfully and persuasively to suit different audiences
- Write clear, concise and well-structured reports and documents using appropriate language
- Pay close attention to what others are saying, asking questions for clarification
- Present ideas and information clearly in front of groups

3. **Problem Solving (3)**
- Analyze data, identify trends, patterns and anomalies
- Evaluate information, analyze problems, identify underlying causes and risks
- Summarize and communicate findings, focusing on actionable insights to support decision-making
- Make decisions in time-sensitive situations, even with incomplete information
- Assess the potential impact of solutions (costs, benefits and risks)

4. **Digital Dexterity (3)**
- Utilize AI-powered tools and platforms to automate data analysis
- Apply prompts to improve the quality of reports and data, ensuring alignment with internal regulations and policies
- Use specialist technology business systems and software
- Analyze and summarize data from various business systems to generate reports and insights

V. Competencies and level of proficiency required

Core Values attributes	**Core competencies skills**
• Care • Respect • Integrity • Trust • Accountability • Sustainability	• Builds and Maintains Partnerships (1) • Demonstrates Self Awareness and Ethical Awareness (1) • Drive to achieve impactful results (1) • Innovates and Embraces Change (1) • Thinks and Acts Strategically (1) • Manages ambiguity and complexity (1) • Works Collaboratively with others (1)

VI. Recruitment Qualifications

Education:	Completion of secondary education is required with professional/university level courses in Accounting and Finance/Business administration or equivalent.
Experience:	• for Secondary education and a minimum of seven years, • for Bachelor diploma and a minimum of four years, • for Master diploma and a minimum of two years, • clerical experience in the area of finance and accounting is required.
Language Requirements:	Fluency in French is required. Intermediate English is an asset. Knowledge of another official UN language (Arabic, Chinese, Russian o Spanish) or a local language is an asset.