



# Job Classification

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## Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	<a href="#">HQ</a>
Category:	<a href="#">GS (General Services)</a>	Country:	<a href="#">United States of America</a>
Reason for Classification:	Upgrade	Duty Station:	New York
Level:	<a href="#">G-7</a>	Office:	DFAM
Title:	Senior Finance Associate	Section:	TSFS
Title Information in Parenthesis:		Unit:	
CCOG Code:	2103	Case Number:	
UNICEF Code:	FIN	Post Number:	85984
Classified by:	Zsuzsa Penczu	Classified Date:	1/17/2025

Organizational Context:	<p>The DFAM's overall objective is to ensure that financial resources are fully attributed to the Strategic Plan results chain, made available in a timely manner, and used effectively and efficiently within an optimized organizational structure which is 'fit for purpose'. This is achieved through periodic measurement, transparent financial and administrative performance reporting, and the development and application of risk-informed policy, improved procedures, and innovative systems.</p> <p>DFAM Treasury &amp; Structured Finance Section (TSF Section) is responsible for developing and maintaining excellent relationships with Financial Service Providers (FSPs), including traditional banks, mobile money operators (MNOs), digital payment platforms, e-wallets, social media platforms and super Apps, e-commerce, payment aggregators, financial technology companies, payment service processors, and other financial service providers. Ensures compliance with internal quality assurance standards and external regulatory agency mandates, including Know Your Customer and international sanctions and manages counterparty risks.</p>
Purpose of the Job:	<p>Under the general guidance and supervision of the Finance Officer supports the administration of UNICEF banking and cash account arrangements for the headquarters and field locations (over 800 bank and cash accounts) including maintenance of House Banks, Bank and Cash accounts, Bank and Cash Management module (Overture), and preparation of recurring reports.</p>
Key functions, accountabilities and related duties/tasks:	<p>Under the guidance of the Finance Officer– Banking and Payment Solutions Unit:</p> <p>A. Maintenance and review of UNICEF Bank and Cash accounts</p> <ol style="list-style-type: none"> <li>1. Bank accounts             <ol style="list-style-type: none"> <li>a. Opening, Maintaining, and closing of bank accounts</li> <li>b. Assist with recommendation for Treasurer's approval of new bank accounts</li> <li>c. Create initial signatory panels</li> </ol> </li> <li>2. Cash on Hand Accounts (COHAs)             <ol style="list-style-type: none"> <li>a. Assist with recommendations for Treasurer's approval of all COHAs</li> <li>b. Opening/renewal/closing of all COHAs</li> <li>c. Custodian, ceiling maintenance / updates</li> </ol> </li> </ol>

- 3. Petty Cash Accounts (PCAs)
  - a. Opening / Closing
  - b. Custodian, ceiling maintenance / updates
  
- B. Maintenance of Bank and Cash Management Module in VISION (Overture)
  - 1. Create account records in Overture
  - 2. Update overture with the new assigned GL code and House Bank
  - 3. Deactivate account records in Overture
  - 4. Review daily SAP-HR report and update signatory panel as required, generate, and forward signed Signatory Panel letters to respective offices
  
- C. Recording of Treasurer’s approvals including but not limited to Advance Payments, Prefinances, Pre-payments and Cash on Hand Accounts. Generate quarterly and annual approval summaries
  
- D. Maintain a repository of Financial Service Providers (FSP) and assist with quarterly FSP reviews
  
- E. Compile annual bank balance confirmation for the UN Board of Auditors and follow-up with respective offices as required
  
- F. Support activities related to prepaid card solution including tracking of KYC documentations, shipment of prepaid cards to cardholders, and follow up with offices ensuring timely confirmation of purchases in VISION
  
- G. Assist with TSF Section’s due diligence process for FSPs including checks against sanction lists (OFAC, UN, UK, European, etc.).
  
- H. Perform other duties and back-up functions to support other staff in the unit/section e.g., Treasury payments.

Impact of Results:

The position requires decisions that are made within guidelines set out by UNICEF's Financial Regulations and Rules, the Comptroller, and the Deputy Director, DFAM, Treasury & Structured Finance:

This position is key in meeting the overall result of Treasury oversight of bank and cash management. The function of this position impacts the overall performance of the organization by ensuring the bank and cash accounts information is current and guidelines on updating sensitive information such as signatory panels are adhered to.

Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:

No

Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:

No

Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as

No

names, national ID, location data, or photos)?:

The selected candidate for this position will be required to engage with vulnerable children: No

Competencies and level of proficiency required: Core Values:  
Care  
Respect  
Integrity  
Trust  
Accountability  
Sustainability

Core Competencies:  
Demonstrates self-awareness and ethical awareness (1)  
Works collaboratively with others (1)  
Builds and maintains partnership (1)  
Innovates and embraces change (1)  
Thinks and acts strategically (1)  
Drive to achieve results for impact (1)  
Manages ambiguity and complexity (1)

Recruitment Qualifications: Education requirements: Completion of secondary school is required. Professional and/or university courses related to the field of discipline relevant to the job are an asset.

Experience required: A minimum of 7 years of relevant experience required (banking, finance, or accounting area of either a bank or in a Treasury /Finance unit of a corporation).

Experience in banking and international environment is an asset.

Experience working with Microsoft Excel spreadsheets, SharePoint and PowerPoint is required.

Experience in working in a multi-cultural environment.

Experience of working with ERP systems, in particular SAP, is required.

Language requirements: Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian, or Spanish) is an asset.

Technical Knowledge Required:  
Bank Directories (i.e., Chips, Swift)  
Enterprise Resources Management (ERP) systems, in particular SAP  
UNICEF Finance and HR procedures

Attachments: [Classified Job Descriptions - Senior Finance Associate 102135.pdf](#)  
[JD Post 85984 G7\\_Upgraded\\_ Senior Finance Associate - 2025.pdf](#)  
[Senior Finance Associate 85984 - education requirements.png](#)

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