**Terms of Reference**

Finance Specialist, NOC, Temporary Appointment (364 days), Khartoum

## Summary

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|---|---|
| **Title** | Finance Specialist (cash transfer) |
| **Purpose** | The **Finance Specialist – Cash Transfer Programmes** supports the Cash Implementation Unit by providing dedicated operational finance expertise to ensure that UNICEF's cash transfer payments in Sudan are **accurate, traceable, compliant, and fully reconciled**. Under the supervision of the CIU Cash Manager, the role focuses on the financial execution and control of cash transfers delivered through multiple FSPs and modalities, including bank transfers, mobile money, smart cards, and other approved digital mechanisms.<br>The incumbent plays a critical role in **payment processing, reconciliation, FSP invoice verification, treasury monitoring, and payment verification follow-up**, ensuring alignment with **UNICEF Financial Regulations and Rules, IPSAS, HACT requirements when cash is disbursed via IPs, donor agreements, and CBOS directives**. By strengthening financial controls and supporting the timely resolution of exceptions and discrepancies, the position directly contributes to risk-informed decision-making, the safeguarding of resources, and the uninterrupted delivery of cash assistance to women and children affected by the Sudan emergency. |
| **Post Category** | NOC |
| **Duty Station** | Khartoum |
| **Contract type** | Temporary Appointment |
| **Duration** | One year |
| **Reporting to** | Admin and Finance Manager, with dotted line to the Chief of CIU |
| **Funding Source** | |
| **Expected Start Date** | 1 May 2026 |

## Background and Strategic Context

Sudan is facing one of the most severe and protracted humanitarian crises globally, characterized by widespread conflict, mass displacement, market disruption, liquidity shortages, currency volatility, and severely constrained access to basic services. The crisis has disproportionately affected women and children, exacerbating food insecurity, protection risks, and interruptions to essential health, nutrition, education, and social protection services.

In response, UNICEF Sudan Country Office (SCO) is implementing a large-scale and rapidly expanding **humanitarian cash transfer portfolio** as a core delivery modality to support vulnerable populations and sustain access to life-saving services. These interventions include, but are not limited to, **Multi-Purpose Cash Assistance (MPCA), Mother and Child Cash Transfer Plus (MCCT+), frontline worker incentives, education and school grants, and sector-linked cash transfers**, implemented across multiple states under complex operational conditions.

To manage this portfolio, UNICEF has established the **Cash Implementation Unit (CIU)** as a centralized operational and fiduciary function responsible for end-to-end management of cash programming, including

beneficiary registration, payment modality selection, contracting and oversight of **Financial Service Providers (FSPs)**, payment execution, reconciliation, payment verification, and compliance with donor, government, and UNICEF internal control requirements. CIU operates within a high-risk environment marked by limited banking infrastructure, varying digital connectivity, evolving Central Bank of Sudan (CBOS) regulations, and heightened fiduciary and reputational risks.

**Summary of Key Functions and Accountabilities**

1. **Support to financial planning and management**
2. **Cash Payments Processing, Reconciliation, and Control**
3. **Treasury and cash management**
4. **Payment Verification, Assurance, and Compliance**
5. **Knowledge and capacity building**

**. Support to financial planning and management**

- Provide support to the financial planning process for cash transfer projects delivered by the CIU by preparing/analyzing financial data/estimates and documentations, verifying relevancy, accuracy and completeness to facilitate financial planning. Provide financial operational support throughout the financial planning and implementation process.
- Serve as support to the contract manager to financial service providers or provide support to same by ensuring compliance to contract terms and conditions by all FSPs
- Review budget implementation according to allotment, codes and certify compliance with guidelines and procedures. Keep stakeholders informed for timely action.
- Provide technical and operational support on the application, interpretation and implementation of financial policies, procedures and guidelines to the CIU team. Resolve routine financial issues and/or recommend (and record) deviation from procedures and guidelines to meet objectives.
- Evaluate financial and reputational risk in transactions carried out by the office and raise flags when actions are needed by management.
- Prepare and/or monitor financial exception reports to assess unusual activities and transactions, investigate anomalies, and keep supervisor informed for timely action.
- .
- provide timely technical guidance, monitor work in progress and review work completed to approve transactions and/or certify/verify accuracy of work and compliance with IPSAS and UNICEF Regulations and Rules, policies, procedures, and guidelines.
- Where applicable, advise and support CIU Chief and or Cash Manager on budget preparation, strategic income projection/ reporting, setting and monitoring performance indicators, revenue and expense reporting, and provide technical advice during strategic planning exercises.

**2. Cash Payments Processing, Reconciliation, and Control**

- Process and review (within delegated authority) cash payment transactions through UNICEF systems and the Global Shared Services Centre (GSSC), ensuring accuracy, completeness, and compliance.
- Review payment lists, beneficiary summaries, and supporting documentation prior to submission to FSPs, ensuring alignment with approved budgets and payment parameters.
- Track payment execution status with FSPs and follow up on pending, rejected, or failed transactions.
- Conduct detailed reconciliation of cash transfer payment lists against:
- FSP transaction reports,
- Bank statements,
- UNICEF financial systems,
- Programme beneficiary databases (e.g. HOPE- KOBO).
- Analyze discrepancies, duplicate payments, rejected transactions, or unusual patterns; document findings and support corrective actions.
- Maintain comprehensive reconciliation trackers and audit-ready documentation for each payment cycle.

**3. Treasury and cash management**

- 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.
- Support foreign exchange transactions and tracking mechanisms.
- Maintain a system to monitor and forecast periodic cash requirements. Provide current information on cash position/forecast to management and make recommendation or take action to ensure sufficient availability of resources for programmes and operations activities.
- Review monthly bank reconciliation and take appropriate corrective actions on findings identified by the GSSC.
- Support financial monitoring of FSP contracts, including review of service fees, invoices, exchange rates, and compliance with agreed terms.
- Verify FSP invoices against reconciled payment data and approved unit costs prior to certification for payment.
- Support monitoring of liquidity availability, cash-out points, and payment readiness in coordination with operations and programme teams.
- Assist in tracking foreign exchange rates, conversion losses, and treasury risks associated with cash transfers.
- Support bank account monitoring, cash forecasting, and liquidity planning for high-volume cash operations.

**4. Payment Verification, Assurance, and Compliance**

- Support implementation of payment verification and assurance mechanisms, including internal verification, third-party monitoring (TPM),
- Review payment verification reports, analyze findings, and support follow-up on unpaid, partially paid, or incorrectly paid beneficiaries.
- Support compliance with HACT requirements for Direct Cash Transfers (DCT), including review of FACE forms and supporting documentation when cash programming is implemented via IPs
- Compile financial documentation and evidence for donor reporting, audits, and internal assurance reviews.
- Support responses to audit observations and follow-up on agreed management actions related to cash transfers.

**5. Knowledge and capacity building**

- Promote culture of highest ethical standards and behavior in management of UNICEF's resources.
- Contribute to initiatives for management improvement by capturing, institutionalizing and sharing best practices and lessons learned. Implement and/or recommend management improvements 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.

**Minimum Qualifications and Competencies:**

- **Education:** An advanced university degree (Master's) in financial management related fields such as Accountancy or Finance or their equivalent, is required; or an advanced diploma qualification in CIPFA or its equivalent with other internationally recognized institutions or a valid professional certification (CA; CPA; etc.) from an internationally recognized, accredited chartered accountancy institution is

required, along with a first-level (Bachelor's) university degree in accounting, financial management or another related financial field is required.

*A first University Degree (Bachelor) in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree.*

- **Experience:**
  - A minimum of 5 years of professional experience in financial management or audits in an international organization and/or large corporation is required.
  - Experience in a UN system agency or organization some of which served in a developing country is considered as an asset.
  - Experience in Humanitarian Cash Transfer projects is considered as a requirement.
  - Advanced knowledge of Microsoft Office, especially Excel required.
  - Experience in database packages, web based management systems and ERP systems (preferably SAP financial modules) is considered as an asset.
  - Experience with IPSAS and/or IFRS is considered as an asset.

- **Language Requirements:** Fluency in English is required. Knowledge of another official UN language (French, Spanish, Arabic, or Russian) or the local language is an asset.

- **Skills (optional):**
  - Analyzing (Level II)
  - Applying Technical Expertise (Level II)
  - Planning and Organizing (Level II)
  - Following Instructions and Procedures (Level II)

**Core Values:**

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

**Core Competencies (For Staff without Supervisory Responsibilities) ***

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

## Child Safeguarding checklist

| Role | Indicators | Question | Responses | | Comments |
|---|---|---|---|---|---|
| | | | YES | NO | |
| **Elevated risk role** | **1.** Have more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel. This is a "direct contact role";<br>**2.** Spend more than 5 hours manipulating or transmitting personally identifiable information of children, with limited supervision by a member of more senior personnel. This is a "child data role";<br>**3.** Have one of the following roles, because they are expected to have a specialized role in managing child safeguarding (a "safeguarding response role"): a. Representative; b. Deputy Representative; c. Chief of Field Office; d. The most senior Child Protection role in the office; e. Any focal point that the office designated for Child Safeguarding; or f. Investigator, Office of Internal Audit and Investigations.<br>**4.** Be engaged in activities that are assessed to involve elevated child safeguarding risks (an "assessed risk role") because: a. The incumbent will engage with particularly vulnerable children; or b. Measures to manage other safeguarding risks are considered unlikely to be effective. | **Is this position considered as "elevated risk role" from a child safeguarding perspective?** | | **NO** | |

***If this is an "elevated risk role" please indicate the following information:***

| Role | Indicators | Question | Responses | | Comments |
|---|---|---|---|---|---|
| | | | YES | NO | |
| **1) Direct contact role** | ("Direct" means contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.) | **Is the position a direct contact role?** If yes, please indicate the **number of hrs/mnths** of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel. | | **NO** | **Number of hours/months:** |
| **2)Child data role** | Spend more than 5 hours manipulating or transmitting personally identifiable information of children, with limited supervision by a member of more senior personnel. | **Is the position a child data role?** If yes, please indicate the **number of hrs/mnths** of manipulating or transmitting personal-identifiable info of children (names, national ID, location data, photos): | | **NO** | **Number of hours/months:** |
| **3)Safeguarding** | (Representative; Deputy representative; Chief of Field Office; the most | **Is the position a safeguarding role?** | | **NO** | **Number of hours/months:** |

| | | | | | |
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| **response role** | senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations) | | | | |
| **4)Assessed risk role** | Be engaged in activities that are assessed to involve elevated child safeguarding risks (an "assessed risk role") because:<br>a. The incumbent will engage with particularly vulnerable children; or<br>b. Measures to manage other safeguarding risks are considered unlikely to be effective. | **Is the position an assessed risk role?** | | **NO** | **Number of hours/months:** |

| | *Prepared by* Supervisor/Section Chief | *Review by* Chief HR | *Endorsed by* Deputy Representative | *Approved by* Head of Office |
|---|---|---|---|---|
| Name | Ombretta Mazzaroni | John Lackey | Jens Grimm | Sheldon Yett |
| Title | Chief | Chief | DRO | Representative |
| Signature | Ombretta Mazzaroni | John Lackey | | |
| Date | 16 March 2026 | 16 March 2026 | 16 March 2026 | 17 March 226 |