



Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	WCAR
Category:	NO (National Officers)	Country:	Democratic Republic of the Congo
Reason for Classification:	Establishment of a new post	Duty Station:	DRC
Level:	NOB	Office:	Kinshasa
Title:	Finance Officer	Section:	Operations
Title Information in Parenthesis:		Unit:	Finance
CCOG Code:	1A01	Case Number:	DRC26007
UNICEF Code:	FIN	Post Number:	
Classified by:	Natalia Paquin	Classified Date:	7/23/2025

Organizational Context:	<p>Following the new proposed Finance business model for Future Focus Initiative, it is worth noting that it has been proposed to centralize all financial transactions at the national level to promote efficiency and effectiveness while contributing to business simplification with digital tools and clear KPIs.</p> <p>The position will support programme sections at the national office with all their financial transactions including reviewing and validating assurance activities of implementing partners at the national level. It will be the focal point for all innovative initiatives in finance for the new business models for while ensuring that awareness on risk management.</p> <p>This position will have a role of capacity building for staff and implementing partners and keep abreast with the new financial management procedures from DFAM.</p>
Purpose of the Job:	<p>The Finance Officer is responsible for providing support to the supervisors and colleagues in the office by administering and executing a variety of professional and technical financial transactions and processes, applying theoretical skills and thorough knowledge of organizational goals, objectives, rules, regulations, policies, and procedures to complete the tasks.</p> <p>The Finance Officer when supervising support staff will be responsible for planning and guiding work in progress and for reviewing work completed by subordinate staff to verify accuracy and compliance with International Public Sector Accounting Standards (IPSAS), UNICEF Financial Regulations and Rules, policies, procedures, guidelines, standards of accountability, and ethics.</p>
Key functions, accountabilities and related duties/tasks:	<p>Summary of key functions/accountabilities:</p> <ol style="list-style-type: none"> 1. Support to financial planning and management 2. Control of accounts 3. Treasury and cash management 4. Knowledge and capacity building <p>1. Support to financial planning and management - Provide support to the financial planning process for CPMP by preparing/analyzing financial data/estimates and documentations verifying relevancy, accuracy and</p>

completeness to support budget planning. Provide financial operations support throughout the financial planning and implementation process.

- Review budget expenditures according to allotment and codes and verify compliance with guidelines and procedures. Keep stakeholders informed for timely action.
- 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.
- Process financial transactions in light of the centralization of all financial transactions at the central office in alignment with the Future Focus Initiative in the Country Office.
- 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.
- Conduct analysis of expenditures trends, financial variances and reconciliations to support informed decision-making.
- 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.
- Provide quality assurance on the execution of financial management services in the field offices and detect irregularities or risks.
- Where applicable, support PSFR activities 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. Control of accounts

- Process and/or review (as per delegated authority) the accurate and timely processing submission of payments (e.g. MIP, travel claims, pension fund, advances to governments etc.), 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 financial transactions considering the centralization of all financial transactions at the central office in alignment with the Future Focus Initiative in the Country Office
- Process and supervise cash receipts and reconcile income contributions to ensure their timely deposit and recording in UNICEF systems.
- Monitor and analyze 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
- Contribute to the preparation of audit responses and implementation of audit recommendations.
- Collaborate with oversight bodies (e.g. UNBOA, OIAI, Evaluation Office, JIU, donors, etc.) to provide answers to requests; and engage with the appropriate colleagues to resolve financial observations and recommendations raised in a sustainable and efficient manner.
- Support the enforcement of segregations of duties and correct application of delegation of authority (DoA).
- Implement and monitor internal control systems and financial management practices to mitigate risks and enhance compliance.
- Act as the financial focal point providing advice on financial transactions, coding structures and policy/procedure application.
- 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.

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.
- Maintain contact with local bank management on routine operational matters.
- 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.

4. Knowledge and capacity building

- Promote a culture of the 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.
- Contribute to the development and refinement of SOPs for financial management activities
- Provide training, coaching and guidance to Operations and finance staff in the country office.
- Ensure client satisfaction by promoting a responsive and solutions-oriented service approach.
- Identify opportunities for process automation, simplification and standardization.
- Participate in knowledge-sharing initiatives and cross- training of finance staff.
- 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 ability of the Finance Officer to effectively manage and execute financial transactions and services directly impact on meeting organizational/staff needs and program delivery of goals and objectives. 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.

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

No

information on children such as 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:
Nurtures, Leads and Manages People (1)
Demonstrates Self Awareness and Ethical Awareness (2)
Works Collaboratively with others (2)
Builds and Maintains Partnerships (2)
Innovates and Embraces Change (2)
Thinks and Acts Strategically (2)
Drives to achieve impactful results (2)
Manages ambiguity and complexity (2)

Recruitment Qualifications:

Education requirements: An university degree in accounting, financial management or another related financial field is required. Supplemental formal financial / accounting training may be accepted if university degree is not in a related financial field. Diploma qualification in CIPFA is acceptable in lieu of relevant university degree, or its equivalent.

Experience required: A minimum of 2 years of professional experience in financial management or audit is required.

Experience in an international organization and/or large corporation is preferred. Experience in a UN system agency or organization some of which served in a developing country is considered as an asset. Advanced knowledge of Microsoft Office, especially Excel required. Experience with IPSAS and/or IFRS is considered as an asset. Experience in database packages, web-based management systems and ERP systems (preferably SAP financial modules) is considered as an asset.

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

Attachments:

[DRC 26007 - Finance Officer \(National office and Finance focal point \)- NOB -revised.pdf](#)
[Org Finance unit.docx](#)

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