



**UNITED NATIONS CHILDREN'S FUND
JOB PROFILE**

I. Post Information

Job Title: Senior Administrative & Finance Associate
Position number: 135568
Supervisor Title/ Level: Chief of Operations / P4
Organizational Unit: Office of Strategy & Evidence – Innocenti (OSE)
Post Location: Florence, Italy

Job Level: GS7
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

II. Organizational Context and Purpose for the job

Strategic Office Context

The Office of Strategy & Evidence (OSE) provides leadership across UNICEF and is accountable for the areas of data, research and evidence generation, foresight, knowledge, and assure development effectiveness through strategic planning, monitoring and results & risk management. It drives the evidence to globally position the Organization on all child related issues, monitor SDGs and serves as the institutional lead for excellence in data, research and foresight on children and child rights to primarily support the national governments and stakeholders' as well as United Nations and the global community to progressively realize the rights of the child everywhere.

By integrating data generation and use, research and foresight with programme effectiveness, OSE informs and strengthens the acceleration of progress towards SDGs, delivery of the Strategic Plan's results for children at country level, contributes to thought leadership, and helps anticipate emerging challenges, thus, making sure that Country Programmes are informed and respond to national priorities for children according to different contexts, including humanitarian.

The Division guides UNICEF's role in enhancing capacity and training of national statistical and research institutions, strengthening country systems for high-quality data collection, analysis, and use to advance child rights and inform national policies. OSE sets global standards, provides Organization-wide oversight and governance of evidence for the effective and methodologically sound and ethical collection, production of publications, disclosure and use of data, research and knowledge, and validates the quality of evidence, including the development of standards, tools, and systems for capturing, sharing, and applying learning across all levels of the organization

Job organizational context

The Office of Strategy and Evidence is the result of the merger between the Global Office of Research and Foresight and DAPM, with consequent increase in staff and office dimension. This GS7 post is one of two that carries out a broad variety of administrative and financial support functions, with a high level of independence.

The job requires thorough knowledge of UNICEF administrative and financial procedures, processes and policies, rules and regulations.

The incumbent will need to demonstrate the capacity to research, adapt and evaluate irregular cases, to recommend improvements to process delivery and design.

The incumbent will work closely with all sections of the Office as well as with the host institution and local authorities/partners/vendors as required.

Purpose of the job

Under the supervision of the Chief of Operations, the incumbent will assist in ensuring efficient and cost-effective administrative and financial support services, providing guidance to administrative staff.

The Senior Administrative & Finance Associate will be responsible for providing a variety of technical and specialized tasks, ensuring accurate and timely delivery in compliance with UNICEF financial rules and regulations and procedures.

The incumbent will collaborate with the other GS7 Finance and Administrative Associate in ensuring the office's administrative operations and services comply with the organization's administrative policy, procedures, rules and regulations and in providing guidance to one or more Administrative Assistant (GS4/5) as needed.

Both GS7 positions will provide backup support to each other's functions as needed (e.g. leave or unplanned medical absences). The backup functions have been highlighted as such in the key functions below. The incumbent is expected to have working knowledge of the functional areas that they will need to provide backup for.

III. Key functions, accountabilities and related duties/tasks

1. Financial management

- Handle financial transactions in VISION/SAP (Principal Local Focal Point for Finance), ensuring accuracy and compliance with UNICEF financial guidelines
- Reconcile and adjust transactions to ensure financial compliance, accuracy and completeness of data for its inclusion into statements of accounts and adjustments of budgets
- Maintain financial records and monitor systems, recording and reconciling expenditures, balances, payments, statements and other data for day-to-day transactions and reports including monthly simulation/verification of local payroll and other VISION roles.
- Assist management in various aspects of financial control/oversight/monitoring, by providing financial monitoring of data and reports.
- Prepare recurring reports as scheduled, and special reports, as required for audits or other reasons.
- Execute monthly financial closure activities and prepare reports for Year End Accounting Closure and close year-end accounts

2. Management of Partnerships and HACT

- Act as Focal Point for the office's own Partnership and HACT activities ensuring accuracy and compliance with UNICEF guidelines.
- Oversee the Partnership activities that Operations is responsible for and process all related transactions in the relevant UN and UNICEF systems.
- Oversee the HACT activities that Operations is responsible for and process HACT related transactions (transfer, adjustments, reprogramming and liquidation) ensuring supporting documents have been properly entered into the system and the expenditure is broadly reasonable and in accordance with policy.

3. Facilities, property and asset management

- Support management of the current office premises, including security arrangements, to ensure a safe working environment for all staff.
- Liaise with the landlord and government/local authorities, partners and vendors as appropriate.
- Ensure maintenance of premises is adequate and in line with organizational standards
- Support management of office furniture and equipment, update inventory records of items, and assist with the office physical inventory exercise.

- Supervise and assist in the execution of the Property Survey Board recommendations as approved by the Head of Office.
- Carry out transactions in VISION / Service Gateway pertaining to registration of assets, asset capitalization, retiring and disposal of assets.
- Serve as Alternate Chair of the Property Survey Board.

4. Administrative Management

- Ensures that all administrative transactions and arrangements of contracts are in compliance with the applicable policies, procedures, rules and regulations.
- Contributes to the reviews of contractual arrangements related to administrative support (i.e. courier, premises maintenance, vehicle maintenance, equipment maintenance etc.) to ensure that the terms and conditions of all contracts are being adhered to by providers of goods and services. Proposes to supervisor any changes that may be required.
- Monitors the implementation of Administrative contractual obligations and ensures timely payments against such contractual obligations.

5. Operations budget management

- Assists supervisor and GS7 Senior Finance and Administrative Associate in preparing estimates on office premises, supplies and equipment requirements for budget preparation purposes.
- Assists in maintenance of administrative services and the administrative budget.

6. Office Budget Management [Backup]

- Act as backup to handle budgetary transactions in VISION/SAP, including payroll related transactions
- Assist management in various aspects of budgetary control/oversight/monitoring, by appropriate monitoring of budget data and reports.
- Support the Office's Planning function by performing budget allocation as required.
- Perform the payroll cost distribution activities as needed informing management of anticipated payroll funding issues.
- Prepare recurring reports as scheduled, and special reports, as required for budget preparation, audits or other reasons.

7. Office Procurement Management [Backup]

- Act as backup to manage the end-to-end procurement process for the office in respect of institutional contracts.
- Act as backup to manage procurement transactions in VISION/SAP.
- Assist management in various aspects of procurement control/oversight/

monitoring, by appropriate monitoring of procurement data and reports.

- Prepare recurring reports as scheduled, and special reports, as required for audits or other reasons.

8. Travel Management [Backup]

- Act as backup to manage the end-to-end travel process for the office in respect of non-staff travel (the office has a convening function that results in significant non-staff travel).
- Assist management in various aspects of travel control/oversight/ monitoring, by appropriate monitoring of travel data and reports.
- Prepare recurring reports as scheduled, and special reports, as required for audits or other reasons.

9. Perform other duties, as required

- This includes other, ad hoc duties as requested by management.

IV. Impact of Results

The nature of the work is complex and requires excellent judgment and caution to provide timely and accurate reports and responses to enquiries. Decisions made by the Chief of Operations are often based on the background work prepared by the Senior Administrative Associate. Decisions are made on work priorities which affect the efficient running of the Operations unit. Recommendations are made to improve works processes and systems and timely delivery. Recommendations on the most cost-effective utilization of services, suppliers, travel arrangements and disposal of expendable property. These recommendations affect the efficient and effective use of the organization's financial resources.

V. 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 Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

Functional Competencies:

- Analyzing (II)
- Applying Technical Expertise (II)
- Planning and Organizing (II)
- Following Instructions and Procedures (II)

VI. Recruitment Qualifications

Education:

Completion of secondary education required.
Professional and/or university courses related to the field of work are highly desirable.

Experience:

Required:

- A minimum of seven years of relevant experience in progressively responsible finance, accounting and administrative support services
- Excellent knowledge and proficiency in the use of office Computer Applications (e.g., Word, Excel, PowerPoint, etc.) is required.
- Strong writing, interpersonal and communication skills are required.

	<p>Asset:</p> <ul style="list-style-type: none"> • Good understanding of Partnership management, including use of UNPP, etools and ezHACT process • Working knowledge of UNICEF systems (SAP/VISION) – FIORI • Good knowledge of UNICEF policies and procedures as well as financial rules and regulations
<p>Language Requirements:</p>	<p>Fluency in English and Italian is required. Knowledge of another official UN language is an asset.</p>
<p>Other</p>	<p>Non-Italian candidates must be in possession of valid resident / work permit for Italy</p>
<p>Capabilities required:</p>	<p>Project Management (3)</p> <ul style="list-style-type: none"> · Create project plans, objectives and deliverables · Track and organize resources like time, budget, and team efforts · Identify and report potential risks for further guidance <p>Collaboration (3)</p> <ul style="list-style-type: none"> · 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 <p>Problem Solving (3)</p> <ul style="list-style-type: none"> · 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) <p>Digital Dexterity is an asset (3)</p> <ul style="list-style-type: none"> · Utilize AI-powered tools and platforms to automate data

	<p>analysis</p> <ul style="list-style-type: none">· 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
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