



## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB DESCRIPTION

### I. Post Information

Job Title: **Finance Officer (Cash transfer & field support), NOB**  
Post #: **00133219**  
Supervisor Title/ Level: **Finance Specialist, Level 3**  
Organizational Unit: **Operations**  
Post Location: **Kinshasa, DRC**

Job Level: **Level 2**  
Job Profile No.:  
CCOG Code: **1A01**  
Functional Code: **FIN**  
Job Classification Level: **Level 2**

### II. Organizational 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 Finance Officer reports to the Finance Specialist. He/she 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.

The Finance Officer 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.

### III. Key function, accountabilities and related duties/tasks

#### **Summary of key functions/accountabilities:**

- 1. Support to financial planning and management**
- 2. Control of accounts**
- 3. Treasury and cash management**
- 4. Knowledge and capacity building**

#### **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 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.

- 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.
- Prepare and/or monitor financial exception reports to assess unusual activities and transactions, investigate anomalies, and keep supervisor informed for timely action. Including relation with FSP for cash to beneficiaries.
- Support field offices in resolving complex or high-risk financial cases related to cash programmes transactions.
- 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.
- 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.

### **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.
- Contribute to the development of grant proposals and donor reports with Cash transfer payments which would include an updated or current country Situation Analysis and their requirements. Monitors efficient management of resources.
- Process/supervise (as per delegated authority) the disbursement of payments when done locally via bank letters, checks, or petty cash.
- 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.
- 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.
- Contribute to the preparation of audit responses and implementation of audit recommendations.
- Implement and monitor internal control systems and financial management practices to mitigate risks and enhance compliance.
- Complete applicable accounts closure activities (monthly, quarterly and yearly) on a timely basis and per closure instructions.
- Undertakes field visits to monitor and evaluate implementation of projects/activities and build capacity for better budget management and tracking within the Cash Unit Teams and Finance staff.
- 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.

### **Treasury and cash management**

- Manage FSP, 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 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.

#### **Knowledge and capacity building**

- Promote a culture of 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.
- Provide training, coaching and guidance to Operations and finance staff in the country office
- Ensure client satisfaction by promoting a responsive and solution-oriented service approach.
- Participate and/or organize training and learning events to build capacity of staff and stakeholders/partners.
- Support the development and documentation of new procedures to streamline operations.
- Support operations of the office as required.

#### **IV. 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.

#### **V. UNICEF values and competency Required (based on the updated Framework)**

##### **i) Core Values**

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

##### **ii) Core Competencies (For Staff with Supervisory Responsibilities)**

- 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)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

#### **VI. Recruitment Qualifications**

Education:	A first level university degree in accounting, financial management, business administration, economics 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:	<p>A minimum of 2 years of professional experience in financial management, business administration, economics, accounting, or audit is required</p> <p>Experience in an international organization and/or large corporation is an asset.</p> <p>Experience in HACT, cash assistance programming, and digital payment systems with Financial Services Providers is considered a strong asset.</p> <p>Experience in a UN system agency or Organization some of which served in a developing Country with humanitarian and development context is considered as an asset.</p> <p>Advanced knowledge of Microsoft Office, especially Excel, is required.</p> <p>Experience in database packages, Web based management systems and ERP systems (preferably SAP financial modules) is considered as an asset.</p> <p>Experience with IPSAS and/or IFRS is considered as an asset.</p>
Language Requirements:	Fluency in French and Proficiency in English is required. Knowledge of a local or another UN language (Arabic, Chinese, Russian or Spanish) is considered as an asset.