



## Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	<a href="#">MENA</a>
Category:	<a href="#">NO (National Officers)</a>	Country:	<a href="#">Tunisia</a>
Reason for Classification:	Revised responsibilities	Duty Station:	Tunis
Level:	<a href="#">NOB</a>	Office:	
Title:	Admin and Finance Officer	Section:	
Title Information in Parenthesis:		Unit:	
CCOG Code:	1A01	Case Number:	
UNICEF Code:	FIN	Post Number:	103565
Classified by:	Natalia Paquin	Classified Date:	10/9/2023

**Organizational Context:**

Tunisia Country Office CPD covers the period of 2021-2025. From 3 to 4 July 2023, the CO organized the Strategic Moment of Reflection at Mid-Term of its CPD 2021-2025, with the participation of Regional Office and all staff.

The presentation on the prospects for partnership and resource mobilization highlighted the remarkable fundraising results of UNICEF Tunisia office. Indeed, the level of other resources mobilized (OR) increased tenfold between 2019 and 2022 and the number of donors funding the programme doubled. Most of the components have significant funding secured until the end of the programme cycle.

Considering the continued increase and change in finance and HACT rules and regulations specially with important programs such as the social cash transfer, and the need to carry out regular assurance and capacity building activities to IPs, with the additional administration capacity required and increased complexity of the work around common UN offices/premises, the current the JD of the position Finance Officer, although supervising the administration unit, with a GS7 Admin & Finance Associate and two Admin Assistants (GS5 and GS4), does not have the administration component.

Considering increased level of complexities and scale of engagement in operations as well as increase in the budget ceiling for CPD 2021-2025 comparing with the previous CPD and office size, to ensure an adequate level of expertise to perform with the increase in complexity of work in relation to the UN BOS and HACT, and also for delivering an important support to programmatic activities, in order to manage the need to reinforce the support functions (administrative and finance), with the additional administration capacity required and increased complexity of the work around common UN offices/premises, and enable an adequate support to program components, the current NO-B Finance Officer on IB is proposed for change on title by adding administration component, NO-B Admin & Finance Officer to reflect the evolution of the functions that have expanded to cover a broader range of administrative and finance functions in support of the Operations functions.

While the final accountability and management of the section office remains with the Deputy Representative Operation on all financial, administrative, supply as well as human resources, the day-to-day oversight of UNICEF resources. The Deputy Representative Operations is responsible for providing both financial and management control, while also promoting the effective, efficient, and transparent use of these resources. The Deputy Representative Operations manages the units on Information Communication Technology and Innovations (ICT), Administration, Finance, Human Resources, and Supply and Logistics.

Purpose of the Job:

The Administrative and Finance Officer when supervising support staff will be responsible for planning and guiding work in progress and for reviewing work completed to verify accuracy and compliance in the area of accounting, liabilities and income and monitors the appropriate disbursements of funds and payment accounts in accordance with International Public Sector Accounting Standards (IPSAS), UNICEF Financial Regulations and Rules, policies, procedures, guidelines, standards of accountability, and ethics. The incumbent ensures the office's administrative operations and services are in compliance with the organization's administrative policy, procedures, rules and regulations.

Key functions, accountabilities and related duties/tasks:

1. Policy, procedures and strategies

As functional focal point, accountable for the correct and consistent application of policies and procedures in the assigned administrative and finance functions through the provision of guidance and support to the country office.

Contributes to strategic planning and monitoring of administrative matters at country/sub-country level as necessary. Provides practical input on implementation of administrative guidelines, in close coordination with the head of office, operation staff/ supervisor.

Supports supervisor and the head of the office, and updates staff on financial and administrative policies, procedures rules and regulation. Implements the appropriate application and interpretation of administrative rules, regulations, policies and procedures.

Briefs and assists arriving and departing staff on basic administrative procedures and requirements.

Makes specific recommendations on the improvement of systems and internal controls, planning, restructuring and resolution of sensitive issues, considering the prevailing conditions in the locality.

Keeps supervisor abreast of potential problem areas and identifies and recommends solutions.

Prepares reports on administrative matters as required.

2. 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.

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.

### 3. 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 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.

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.

### 4. Administrative support and services

Undertakes delivery and improvement in administrative support and office services including space management, transport services, vehicle use and maintenance, equipment, conference and travel arrangements, document reproduction, communications, mail and delivery services, local procurement, and bill payments of utilities.

Ensures the timely and cost-effective provision of basic office services including space management, equipment, communications, and security to enhance staff safety and productivity.

Supports the Inter-Agency Operations Management Team's approaches for enhancing UN common services to attain efficiencies and effectiveness.

Helps negotiate and administer matters relating to office premises, utilities and services with vendors and agencies.

Supports property management of administrative supplies, office equipment and vehicles, updating inventory of items, serving as ex-officio member to the Property Survey Board where applicable

### 5. 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.

#### 6. 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.

Participate and/or organize training and learning events to build capacity of staff and stakeholders/partners.

Support operations of the office as required.

Performs any other duties and responsibilities assigned as required.

#### Impact of Results:

The ability of the Administrative and Finance Officer to effectively manage and execute financial and administrative 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.

#### 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 partnership (2)  
Innovates and embraces change (2)  
Thinks and acts strategically (2)  
Drive to achieve results for impact (2)  
Manages ambiguity and complexity (2)

#### Recruitment Qualifications:

Education: A first level 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: 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 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 Arabic, French, and English is required. Knowledge of another official UN language (Chinese, Russian or Spanish) or local language of the duty station is considered as an asset.

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

No

The selected candidate for this position will be required to engage with vulnerable children:

No

Competencies and level of proficiency required:

Recruitment Qualifications:

Attachments: [Approval - JD Head of Office.pdf](#)  
[Finance and Admin Officer NOB.docx](#)  
[Organogram Operations Updated - UNICEF TUNISIA - Octobre 2023 - without names -.pdf](#)

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