Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	HQ
Category:	IP (International Professionals)	Country:	United States of America
Reason for Classification:	Establishment of a new post	Duty Station:	Brussels - Belgium
Level:	P-3	Office:	
Title:	Finance Specialist	Section:	
Title Information in Parenthesis:		Unit:	
		Case Number:	
CCOG Code:	1A01	Post Number:	121857
UNICEF Code:	FIN	Classified Date:	10/11/2022
Classified by:			

Organizational Context:	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.
Purpose of the Job:	Under the general supervision of the Finance Manager, the incumbent is responsible for the preparation of complex statement of accounts, for example, the statements for grants funded by the various key donors, who are strategic partners to UNICEF. All statements must be prepared in compliance with the donor agreements including strict adherence to the deadlines. The incumbent also provides extensive support and guidance to country offices with regards to the preparation of the statements and, more generally, with regards to the management of complex grants. In addition to ensuring compliance with donor agreements, the incumbent carries out functions in accordance with UNICEF's accounting policies and procedures, and UNICEF Financial Regulations and Rules. The incumbent also backstops the P4 post when he/she is away.
Key functions, accountabilities and related duties/tasks:	Summary of key functions/accountabilities: 1) Guides regional and country office staff on the resolution of issues with donor reports, especially the non-standard complex reports to key donors. All reports must be in compliance with the contribution agreements and UNICEF accounting policies and financial regulations and rules. 2) Works on projects for improvements and efficiency to support donor statement issuance; including dashboards, applications and systems.

	3) Coordinates periodic donor reporting closure processes and other closure tasks collaborating with other team members and units, as required. 4) Responds to queries from donors on donor report submissions and, in the process, give donors confidence that reports are correctly prepared in compliance with the contribution agreements. 5) For Joint Programme arrangements, including where UNICEF is acting as an Administrative Agent or as a Participating Organisation, ensures that the donor reports meet the unique accounting and reporting requirements. 6) Provides guidance to regional and country offices on maximizing funding from donors in the context of exchange rate complexities. 7) Oversees the completeness, accuracy, and timeliness of financial transactions in VISION and Insight to ensure that donor statements and other reports are correctly stated. Take corrective action where required, which could include deriving additional information from VISION or requesting the necessary information directly from the country offices. 8) Provide guidance to regional and country offices on grant management, especially on accounting matters that have implications for financial reporting. 9) Seek to improve the grant management and donor reporting functionality of VISION and liaises with staff in DFAM, PPD, and ICTD as appropriate to bring about the improvements.
Impact of Results:	The delivery of the above accountabilities will contribute towards DFAM's goal of providing robust and appropriate financial reporting to external and internal stakeholders. Specifically, accurate, timely and useful donor statements of account will increase UNICEF's credibility with donors and will contribute towards UNICEF being seen as a partner of choice. For certain donors with complex framework agreements, accurate donor statements will lead to a reduced risk of disallowed expenditures which will need to be funded from other sources. Conversely, inaccurate donor statements could result in the donor disallowing expenditure and reducing the donor's confidence in UNICEF's financial management systems. Technical support provided to Country Offices will help ensure better grant management at Country Office level. This will also increase the quality and consistency of uncertified financial reporting at Country Offices, again this will increase UNICEF's credibility with donors.
Competencies and level of proficiency required:	Core Values: Care Respect Integrity Trust Accountability Core Competencies: Demonstrates self-awareness and ethical awareness (1) Works collaboratively with others (1) Builds and maintains partnership (1) Innovates and embraces change (1) Thinks and acts strategically (1) Drive to achieve results for impact (1) Manages ambiguity and complexity (1)
Recruitment Qualifications:	Education: Advanced university degree in Business Administration, Financial Management or related field. Professional accounting or auditing qualification (such as Chartered Accountant, Certified Public Accountant or equivalent) is an added advantage. Experience: A minimum of five years' experience in positions of increasing responsibility in the field of accounting, preferably financial donor reporting. Language Requirements: Excellent written and spoken communication skills in English. Knowledge of additional UN languages desirable (especially French).
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)?:	
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?:	
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)?:	
The selected candidate for this position will be required to engage with vulnerable children:	
Competencies and level of proficiency required:	
Recruitment Qualifications:	

Attachments:	121857 - P3 Finance Specialist JD signed (002).pdf

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