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Request for use of a GJP

unicef



FOR COMPLETION BY REQUESTING DEPARTMENT

Post/Case No: MAM18050	Establishment of a New Post: <input checked="" type="checkbox"/>	Upgrade/Downgrade of an Existing Post: <input type="checkbox"/>	Change in Title of an Existing Post: <input type="checkbox"/>	Change in Reporting Line of an Existing Post: <input type="checkbox"/>	JD not classified for over five years: <input type="checkbox"/>
Department/Field Office: Myanmar		GJP Official Title: Finance Officer			GJP Grade: NO02
Organizational Title Request: (if any) Finance Officer					
Section: Operations					
Unit: Finance			Duty Station: Yangon, Myanmar		
(Please attach a current organization chart clearly identifying GJP post assignment and clearly indicating supervisory responsibilities if applicable)					

Basic Purpose of Position (please outline what does this position contribute to achieving the overall goals of the unit/section in 3-4 lines or less):

- ↳ Perform quality assurance of draft reports from third party service providers on HACT micro assessment, spot check and audit.
- ↳ Conduct/supervise spot checks on financial records of Government IPs as per the office assurance plan in compliance with HACT framework.
- ↳ Provide technical and operational support in orientation of IPs as well as internal staff on HACT policies, procedures and processes.
- ↳ Review and supervise monitoring, analysis and reconciliation of financial transactions and accounting reports for accurate and current financial information.

Key Results Expected (only if in addition to what is on the GJP, please indicate in bullet format 3-5 key activities performed by the position):

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Supplemental Recruitment Requirements (additional to those contained in the GJP only):

Signature:
The following attest to the accuracy of the above statements and to the valid management need for this position and the association of the attached GJP:

	Title:	Name:	Signature:	Date:
Supervisor:	Finance Specialist	Thaingi		06/07/17
Head of Office:	Representative	Alison Rhodes Bertrand Bainvel		

FOR COMPLETION BY DHR ONLY

APPROVED: ☒

NOT APPROVED: ☐

Title:

Name:

Signature:

Date:

Comments:

A. BRESA

A. C. BRESA



UNITED NATIONS CHILDREN'S FUND
(GENERIC) JOB PROFILE

I. Post Information

Job Title: Finance Officer
Supervisor Title/ Level: Finance Specialist
(NOC) Post#4168
Organizational Unit: Operations
Post Location: Myanmar CO

Job Level: Level 2
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

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 GJP is to be used in a medium sized Country Office where the Representative tends to be at the P5/D1 level and the Chief of Operations tends to be at Level 4, though this is not prescriptive.

The Finance Officer reports to the Finance Specialist (NOC) for general direction and guidance. The Officer is responsible for providing support to the office and colleagues in the CO 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 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 and 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

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 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 and 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.

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 and procedures and 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/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 request; 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.

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 recommendation 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 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.

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 image as a competent organization for delivering cost effective and sustainable program results.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)	
<u>Core Values</u> <ul style="list-style-type: none"> ▪ Commitment ▪ Diversity and inclusion ▪ Integrity <u>Core competencies</u> <ul style="list-style-type: none"> ▪ Communication (I) ▪ Working with people (I) ▪ Drive for results (II) 	<u>Functional Competencies:</u> <ul style="list-style-type: none"> ▪ Analyzing (I) ▪ Applying technical expertise (II) ▪ Planning and organizing (II) ▪ Following instructions and procedures (II)

VI. Recruitment Qualifications	
Education:	A first level university degree in accounting, financial management or other 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 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 an asset.</p> <p>Advanced knowledge of Microsoft Office, especially Excel required.</p> <p>Experience in database packages, web based management systems and ERP systems (preferably SAP financial modules) is an asset.</p> <p>Experience with IPSAS and/or IFRS is an asset.</p>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language is an asset.

VII. Signatures- Job Description Certification		
Name: Thaingi	Signature	Date 06/07/17
Title: Finance Specialist		
Name: Alaron Bader, OIC	Signature A. Bader	Date 07/07/17
Title: Head of Office		