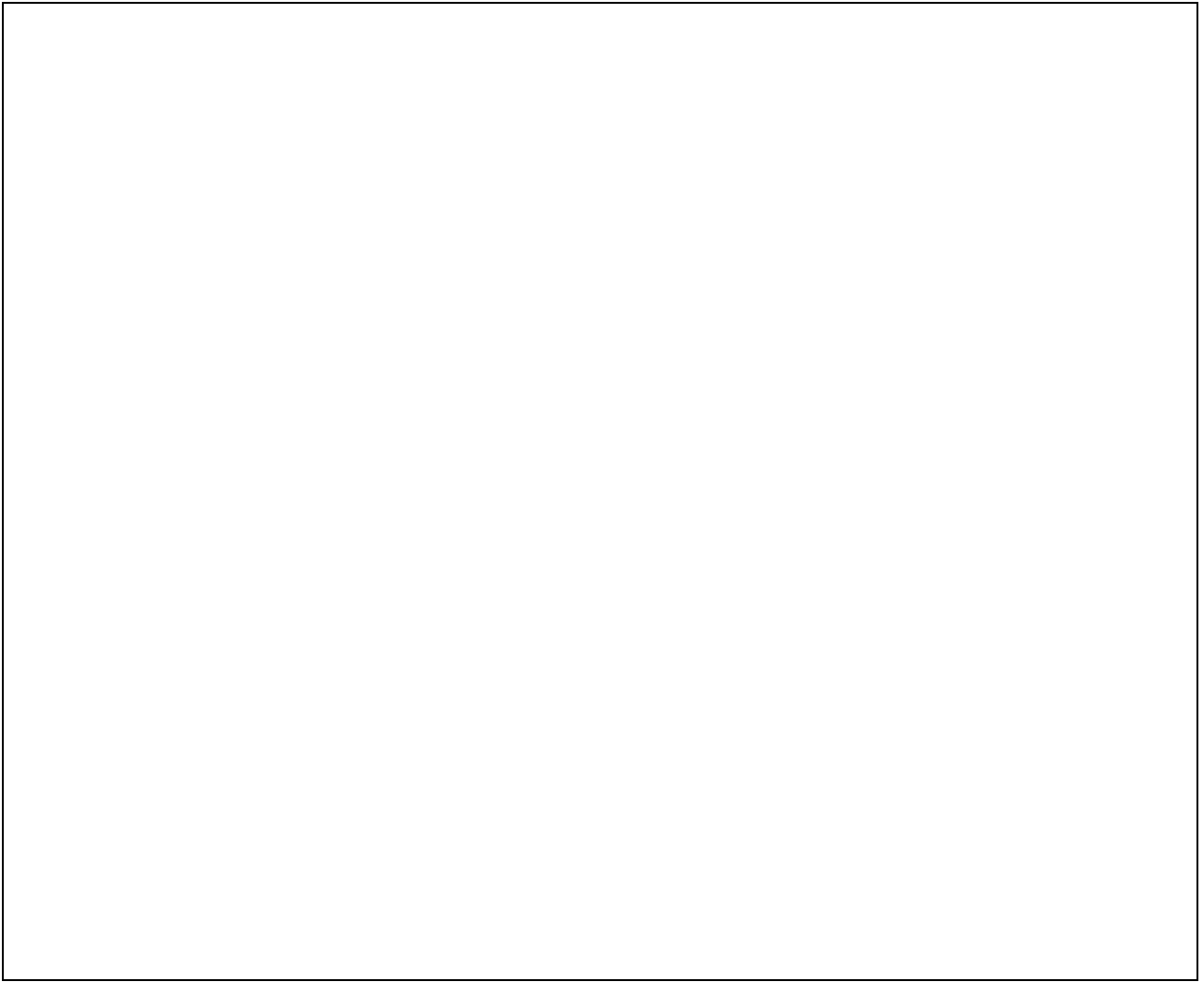




UNITED NATIONS CHILDREN'S FUND  
SPECIFIC JOB DESCRIPTION

I. Post Information			
Job Title:	Finance Assistant	Job Level:	GS-5
Title Information in Parenthesis	N/A	Post Number:	112174
Supervisor Title & Level	Finance Officer	Supervisor Post Level:	NO-1
Duty Station:	Mexico City	Supervisor Post Number:	112173
Country of Duty Station:	Mexico	CCOG Code:	
		Organizational Unit:	Operations

II. Organizational Context and Purpose for the job
<p>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.</p> <p><b><u>Job organizational context:</u></b></p> <p>UNICEF Mexico is a medium size Country Office now expanding its operations through the north and south borders embarking on a bigger humanitarian action and respond, whereby the needs for supply and human resources have increased and the central team requires additional support to fulfil their objectives and help UNICEF achieve its goals.</p> <p>This position will report to the Finance Officer, which main objective is that UNICEF México CO is managing their financial and material resources in the best way possible.</p> <p>The Finance Assistant is accountable for supporting the Finance area in their transactional responsibilities, this include but are not limited to: preparation of reports, compilation of data, payments of materials and services, account reconciliations, reviews of Implementing Partners and Hact and Face compliance, etc.</p> <p>The Generic Job Profile for the Finance Assistant, at the G-5 level, is to be used in a UNICEF country office.</p> <p><b><u>Purpose for the job</u></b></p> <p>The Finance Assistant is responsible for executing a broad variety of standardized administrative and financial tasks for the respective section(s) requiring thorough knowledge of UNICEF administrative and financial procedures, processes and policies.</p> <p>In this capacity, the need to project the image of a credible and reliable service provider is imperative to quality of process delivery, and the impact of work directly reflects on the overall reputation of the team in terms of responsiveness to client needs and quality of process execution.</p>



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

#### Key End-Results Expected

Under the leadership of the Finance Officer (NO-1) in Mexico, the postholder will carry out the following tasks:

1. Invoice Processing
2. Support to Financial Control
3. General Administrative Duties

#### Key Accountabilities, duties and tasks

##### Invoice Processing

- Receive the requests of payments and their support documentation in the ticket module
- Revise all the documentation received and ensure the compliance of them, request changes/corrections in case to be needed
- Request of payments to the GSSC and ensure that they are fully documented
- Process payments of the implementing partners (Hact and Face)
- Respond to client transaction status and other inquiries-

##### Support to Financial Control

- Maintain unit/work plans and budgets as well as offline financial status reports for Unit work plans
- Monitor and advise budget owners on financial status of projects and potential over-expenditures and recommend possibilities for reallocation to ensure the optimum use available funds-
- Review and process payments in VISON related to HACT, utility payments, supplies, PO, advances and other payments. Check the requests have the necessary supporting documents, usually the original document, validity of the charge, they are certified by the staff responsible and are coded correctly. File the transactions and the related supporting documents regularly and share copies with relevant sections as required-
- Process budget revisions of Unit projects for approval of the Chief-
- Submit periodic financial reports for management oversight, monitoring and review and confirm availability of funds as required-
- Process requisitions and prepare payment vouchers for the unit-
- Provide relevant information for the response to audits.

##### General Administrative Duties

- Maintain hard and electronic files and update database systems ensuring timely and appropriate recording, safekeeping and disposal of confidential information.
- Any other function and/or activities related to providing support to the Finance Area in UNICEF Mexico.

#### IV. Impact of Results

The efficiency and effectiveness of support provided by the Finance Assistant ensures that a strong finance platform is provided to the respective sections in UNICEF Mexico, which in turn affects the timely and accurate completion of the services provided by the operations team in Mexico.

#### V. Competencies and level of proficiency required

UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA).

The UNICEF competencies required for this post are: Demonstrates Self Awareness and Ethical Awareness, Works Collaboratively with others, Builds and Maintains Partnerships, Innovates and Embraces Change, Thinks and Acts Strategically, Drive to achieve impactful results, and Manages ambiguity and complexity.

To view our values and competency framework please visit the following links: [Our Values](#) and [Our Competencies](#).

#### VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"><li>• Completion of secondary education, preferably supplemented by technical or university courses in Finance, Business Administration, Management, Economics or related fields.</li></ul>
Experience:	<ul style="list-style-type: none"><li>• A minimum of 5 years of relevant experience in administrative, finance and/or operational support is required. <i><u>For this position, a bachelor's degree from a recognized academic institution in a relevant field may replace three years of related work experience.</u></i></li><li>• Experience in providing support in financial related tasks.</li><li>• Previous experience with SAP or similar ERP, is desirable</li></ul>

Language Requirements:	<ul style="list-style-type: none"><li>• Fluency in Spanish is required</li><li>• Intermediate level of English is required, fluency is desirable.</li></ul>
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