**TERMS OF REFERENCE**

(FOR Temporary Appointments)



|  |  |  |
| --- | --- | --- |
| **UNICEF-BCO: TERMS OF REFERENCE (TOR)** | | |
| **Job Title and Level: Finance Associate G 6** | | |
| **Section: Operations** | | |
| **Duration: 729 days** | | |
| **Duty Station: Cox’s Bazar** | | |
| **Reports to: Finance Officer NOB** | | |
| 1. **Purpose of Assignment:**   In 2020 a decision was made by management at Dhaka level to decentralize some functions in Finance to Cox’s Bazar field office as the volume of transactions in the Cox’s Bazar field office had increased exponentially compared to the volume of transactions in 2017 when the office was established. Cox’s Bazar is now handling most finance functions, including but not limited to, Grant Management, Cash forecast, HACT and no-HACT invoice processing and submission to GSSC, PD budget review and undertaking CFSs.  The Finance Associate in Cox’s Bazar will be responsible for providing a variety of finance related tasks and functions, ensuring accurate and timely processing of Finance transactions that is in compliance with UNICEF financial rules, regulations as well as GSSC KPIs. The incumbent of the post shall also support the finance officer in capacity development activities of the office to ensure that UNICEF Staff and Implementing partners are trained and equipment with relevant finance skills and competencies.  At the G-6 level, the post shall report directly to the Finance Officer NOB and perform below tasks with a high level of independence. | | |
| 1. **Major duties and responsibilities:** | | |
| 1 | Assist with tracking of all invoices received in the administration unit for processing of payments through the GSSC to ensure that all invoices received in the office don’t go missing and are paid in the timely fashion using the office Invoice Register. This includes following up and tracking long outstanding invoices with all section PAs in the office. | |
| 2 | Support in reviewing all non-HACT Invoices and related documents, including VAT and other required supporting documentation attached to the invoices for accuracy and completeness before forwarding them to the GSSC using Service Gateway. The Incumbent shall also support in providing information and clarification on queries on all HACT and non-HACT invoices from GSSC and other queries from vendors. | |
| 3 | Reviewing all petty cash vouchers to ensure accuracy and completeness of documentation for Petty cash replenishment, keeping in mind the need for compliance with all Finance policies, rules, and regulations related to petty cash. The incumbent will also park petty cash transactions in VISION in line with office SOP and UNICEF policy. | |
| 4 | Support the Finance Officer in audit preparations through the coordination of proper filling of all finance related documents in a chronological order and in liaison with all  PAs in all sections in Cox’s Bazar to promote orderly filling of finance related documents in the share point and hard copies. This includes assisting the Finance Officer with any work related to audit preparations in the office. | |
| 5 | Support the Finance officer in ensuring that all HACT and non-HACT transactions in the office are in line with the office internal controls including the TOA, ensuring proper maintenance of SOD (Segregation of duties) to mitigate against the risk of fraud and errors in processing financial transactions. The Finance Associate will also ensure proper archiving of HACT and non-HACT invoices as per office SOP and other guidelines. | |
| 6 | Selects and enters data from a wide variety of documents, verifying and ensuring accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data. | |
| 7 | Supports the Finance officer in preparing the monthly cash forecast in support of bank Optimization. The incumbent shall also monitor expiring grants for the operations section to ensure that no funds are lost due to grant expiry. This includes monitoring the office DASH board and generate reports. | |
| 8 | Close year-end account and assist in the preparation of year-end reports related to accounts receivable, accounts payable, prepayment, deposits, NEP and leave balances, etc. | |
| 9 | Advises and assists international staff, experts and consultants on all aspects of allowances, salary advances, travel claims and other financial matters, and calculates and authorizes payments due for claims and services. | |
| 10 | Finance Associated will support to open local Bank account and follow up / ensure deposit to Bank related to Cox’s Bazar. | |
| 11 | Prepares detailed cost estimates, and participates in budget analysis and projects, as required. | |
| 12 | Performs other duties, as required. | |
| 1. **QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)**   **EDUCATION & OTHER SKILL:**  Completion of secondary education is required with professional/university level courses in Accounting and Finance/Business administration is considered as an asset.    **WORK EXPERIENCE:**  A minimum of six years of clerical experience in the area of finance and accounting is required.  **LANGUAGE PROFICIENCY:**  Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset. | | |
| **COMPETENCIES/SKILLS: UNICEF foundational/functional competencies** | | |
| **Values**   * Care * Respect * Integrity * Trust * Accountability | | **Competencies**   * Demonstrates Self Awareness and Ethical Awareness (1) * Works Collaboratively with others (1) * Builds and Maintains Partnerships (1) * Innovates and Embraces Change (1) * Thinks and Acts Strategically (1) * Drive to achieve impactful results (1) * Manages ambiguity and complexity (1) |

**Child Safeguarding Certification**

**(to be completed by Supervisor of the post)**

[Child Safeguarding](https://unicef.sharepoint.com/teams/DHR-TalentAcquisition/DocumentLibrary1/Forms/AllItems.aspx?id=/teams/DHR-TalentAcquisition/DocumentLibrary1/Child%20Safeguarding%20Risk%20Roles%20Assessment_finalversion.pdf&parent=/teams/DHR-TalentAcquisition/DocumentLibrary1) refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

|  |  |
| --- | --- |
| 1.Is this position considered as "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below. | Yes  No |
| 2a. Is this a Direct\* contact role?  2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.  *\*“Direct” contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.* | Yes  No  Yes  No |
| 3a. Is this a Child data role? \*:  3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)  *\* “Personally-identifiable information”, in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a “child data role”.* | Yes  No  Yes  No |
| 4. Is this a Safeguarding response role\*  *\*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations* | Yes  No |
| 5. Is this an Assessed risk role\*?  *\*The incumbent will engage with particularly vulnerable children[[1]](#footnote-2); or Measures to manage other safeguarding risks are considered unlikely to be effective[[2]](#footnote-3).* | Yes  No |

End.

1. Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No ‘baseline’ vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training). [↑](#footnote-ref-2)
2. i.e. the role-risk will be compounded by other residual risks. [↑](#footnote-ref-3)