



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Accounting and Finance Assistant**
Supervisor Title/ Level: **Senior Finance Associate, GS-7 Post # 68718**
Organizational Unit: **Administration & Finance**
Post Location: **Harare, Zimbabwe**

Job Level: **G-5**
Job Profile No.: 11869
CCOG Code: **2A01**
Functional Code: **FIN**
Job Classification Level: **G-5**

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 *(Please outline the type of office this position is in, in addition to its supervisor) :*

The Generic Job Profile for the Accounting and Finance Assistant, at the G-5 level, is to be used in a UNICEF country office.

Purpose for the job *(Please outline the overall responsibility of this position)*

The Accounting & 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.

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.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Summary of key functions/accountabilities:

- **Travel**
- **Invoice Processing**
- **Support to Financial Control**
- **Contracting of consultants and service providers**
- **Events and Conferences**
- **General Administrative Duties**

- **Travel**
 - Provides travel assistance to staff in section for travel arrangements and entitlements based on the organization's rules and policies. Liaises with relevant travel focal points to ensure that the organization obtains the best service and price for all travel.
 - Briefs/de-briefs staff members on issues relating to related administrative matters such as visas, security clearance, documentation procedures.
 - Extracts, inputs, maintains and verifies correctness of travel records in the organization's travel system to ensure accurate transactions related to travel costs and staff travel
 - Assist in the preparation of budgets on travel costs and maintain travel budgetary control records.

- **Invoice Processing**
 - Responsible for collecting invoices and filing documents for approval and, thereafter processing in vision.
 - Upload electronic files and verify results to destination system.
 - Respond to client transaction status and other inquiries.

- **Support to Financial Control**
 - Maintain unit/work plans and budgets as well as off line 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.
- **Contracting of consultants or other service providers**
- Facilitates the processing of contracts for consultants and external partners that provide a service to the section. This includes preparing and filing documents, completing necessary forms and templates, uploading TOR's in vision, and making necessary logistical arrangements.
- Keeps vendor lists, partners, and consultant rosters up-to-date.
- Arrange for the purchase and timely distribution of office supplies.
- **Events and Conferences**
- Supports capacity development activities and conferences by making the logistical arrangements, through engaging with facilitators, caterers and hosts.
- Arranges times through liaising with participants over availability.
- Liaises with budget focal points and section over costs and needs.
- Prepares background materials for participants and uploads cleared materials in the intranet.
- Prepares and maintains agendas on meeting and events related to the work group commitments.

General Administrative Duties

- Maintain hard and electronic files and update data base systems ensuring timely and appropriate recording, safekeeping and disposal of confidential information
- Maintain attendance records

IV. Impact of Results

The efficiency and effectiveness of support provided by the admin assistant ensures that a strong administrative platform is provided to the respective sections, which in turn affects the timely and accurate completion of the services provided by advisors and specialists in the team.

V. UNICEF values and competency Required (based on the updated Framework)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies (For Staff without Supervisory Responsibilities) *

- 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)

VI. Recruitment Qualifications

Education:	Completion of secondary education, preferably supplemented by technical or university courses related to the work of the organization.
Experience:	A minimum of 5 years of progressively responsible administrative or clerical work experience is required.
Language Requirements:	Fluency in English and in the local language of the duty station. Working knowledge of another UN language is an asset.

VII. Child Safeguarding Risk Assessment

Is this position considered as 'elevated risk role' from a child safeguarding perspective?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, check all that apply
Direct contact role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.
Child data role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos).
Assessed Risk Role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please indicate the number of hours/months of direct engagement with particularly vulnerable children
Safeguarding response role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Administration and Finance Section

