|  |  |
| --- | --- |
| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNITED NATIONS CHILDREN’S FUND**  **PROFESSIONAL POST** |

|  |  |
| --- | --- |
| **I. Post Information** | |
| **Job Title:** **Finance Specialist, NOC**  **Supervisor Title:** Finance Manager, P-4  **Organizational Unit**: **Health Section, UNICEF Sudan**  Port Sudan, Sudan Country Office | **Job Level:** NOC  **Job Profile No:**  **CCOG Code:**  **Functional Code:**  **Job Classification Level:** |

|  |
| --- |
| II. Organizational Context and Purpose for the job |
| UNICEF works around the world, including in some of the hardest-to-reach places, to help children grow up healthy and happy. UNICEF supports primary health care, especially at the community level, to help achieve universal health coverage. UNICEF helps countries develop resilient health systems that can withstand crises, and provide frontline support in places affected by conflicts, natural disasters, migration, urbanization, and political and economic instability.  As the conflict in Sudan continues, children are bearing the biggest brunt. Millions have fled their homes and are displaced in the country and across the borders. Currently, 50 per cent of the total population - more than 24.7 million people, almost 14 million of whom are children, are in need of humanitarian assistance. Children have endured months of uncertainty, trauma and violence. The current situation in Sudan is a deepening children’s crisis, severely putting at risk the future of the country and heavily affecting the wider region.   UNICEF as a key partner to the Federal Ministry of Health has agreed to accept the temporary role of Principal Recipient for the Global Funds malaria grant. This grant will ensure that malaria prevention, testing and treatment services are available throughout the Sudan.  **Purpose of the job:**  Under the direct supervision of the Finance Manager, the incumbent will provide financial and administrative support to the UNICEF country office management, in particular to the Global Fund (GF) programme component. |

|  |
| --- |
| III. Key functions, 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**    * Responsible for setting up financial and administrative systems relevant to the GF-funded project in accordance with GF and UNICEF financial policies, guidelines and procedures, and other obligations in the grant agreements.    * Review budget implementation according to allotment, codes and certify compliance with Global Fund and UNICEF guidelines and procedures. Keep stakeholders informed for timely action.    * Provide technical and operational support on the application, interpretation and implementation of financial policies, procedures and guidelines to the Global Fund and health team colleagues and other stakeholders.    * Resolve routine financial issues and/or recommend (and record) deviation from procedures and guidelines to meet objectives.    * Evaluate financial and reputational risk in transactions carried out by the office and raise flags when actions are needed by management.    * Prepare and/or monitor financial exception reports to assess unusual activities and transactions, investigate anomalies, and keep supervisor informed for timely action.    * 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.    * Ensure that proper internal controls within the financial operations of the project are developed and strictly enforced, particularly for Direct Cash Transfers, Reimbursement and Direct Payments.    * Review all expenditure requests (proposals) prior to submitting to the Programme Manager (Global Fund) within delegated authority    * Generate and distribute various financial reports and information (including PUDR), necessary for effective and responsible financial management and decision-making in consultation with and/or approval of the Programme Manager (Global Fund)    * Conduct financial monitoring visits to Implementing Partners    * Maintain a comprehensive record of assets procured under the GF grant |
| 1. **Control of accounts**  * Process and/or review (as per delegated authority) the accurate and timely submission of payments (e.g. payroll, 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, procedures, standards of accountability, and ethics. * Monitor and analyze financial transactions, accounting reports and reconciliation of accounts to ensure accurate and current financial information for applicable compliance (e.g. IPSAS, Global Fund reporting, internal policies) and management oversight, planning and/or action. * Assure proper and timely completion of accounts closure activities (monthly, quarterly and yearly) * 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. * Oversee development and maintenance of various individual budgets, as required for GF projects (PR, SR, FMOH/PMU, etc).and maintain Global Fund project accounts (accounting and financial management systems and records) in compliance with the GF procedures and guidelines, as outlined in the approved PR’s Financial Guidelines . |
| 1. **Treasury and cash management**  * Prepares quarterly cash flow forecasts for the disbursement of GF funds as per grant agreement * 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. |
| 1. **Knowledge and capacity building**  * Promote culture of highest ethical standards and behavior in management of UNICEF’s resources. * Ensures that appropriate guidance to Implementing Partners is provided in all financial matters pertaining to GF grant implementation * 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 Specialist to effectively manage and supervise the full range of financial services directly impacts on meeting organizational/staff needs and program delivery of goals and objectives. This in turn contributes to maintaining and 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. UNICEF values and competency Required (based on the updated Framework)** |
| **i) Core Values**   * Care * Respect * Integrity * Trust * Accountability * Sustainability   **ii) Core 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) |

|  |  |
| --- | --- |
| **VII. Recruitment Qualifications** | |
| Education: | Advance university degree in Accounting, Finance or Business Administration or equivalent or any other comparable recognized professional qualification or valid professional certification (CA; CPA; etc.) from an internationally recognized, accredited chartered accountancy institution is required. |
| Experience: | A minimum of Five years of professional work experience in financial management or audits with solid experience in the management of people and financial systems in high-pressure environments.  Experience working in emergency environments is a requirement.  Previous experience with GF projects is a requirement.  Experience in an international organization desirable.  Experience with IPSAS and/or IFRS is considered as an asset.  Advanced knowledge of Microsoft Office, especially Excel required.  Experience in database packages, web based management systems and ERP systems (preferably SAP financial modules) is considered as an asset. |
| Language Requirements: | Fluency in English and Arabic is required. Knowledge of another official UN language (Chinese, French, Russian or Spanish) is an asset. |