



## UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE (GJP)

### I. Post Information

Job Title: **Finance Officer**  
Supervisor Title/ Level: **Chief of Operations  
Level 5/4 or Finance Specialist Level 3.**  
Organizational Unit: **Operations**  
Post Location: **RO/CO**

Job Level: **Level 1**  
Job Profile No.:  
CCOG Code: **1A01**  
Functional Code: **FIN**  
Job Classification Level: **Level 1**

### 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 can be used in either a regional or country office, reporting to the regional chief/chief of operations or more senior finance specialist.

**Note:** *The Level 1 is an entry professional level and should therefore be used for training purposes under close guidance by a high level expert on financial management for the purpose of acquiring organizational knowledge of rules, regulations and processes to supplement academic and theoretical knowledge of the profession for upward mobility to higher responsibilities. Incumbents at this level are not expected to remain for an extended period of time in the post. Support to financial services/process should be performed by GS7/6 level posts not Level 1 Finance Officers.*

**Purpose for the job:** The Finance Officer reports to the **Regional Chief/Chief Operations or Finance Specialist** for close guidance, training and supervision. The Finance Officer provides support to the supervisor and colleagues in the office by administering and executing a variety of technical and professional transactions/initiatives in financial management and services, applying theoretical skills and acquiring thorough knowledge of International Public Sector Accounting Standards (IPSAS) and organizational goals and objectives, Financial Regulations and Rules, policies and procedures through the performance of tasks.

### 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 operational and technical assistance in 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.
- Assess budget expenditures to verify compliance to allotment, codes, guidelines and procedures. Prepare regular analysis, modification and reports on the budget situation for higher management oversight and 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.
- Prepare financial exception reports, highlight unusual activities and transactions, 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, advise and 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 the submission of payments (e.g. MIP, travel claims, pension fund, advances to governments etc), journal entries and other financial transactions within scope on a timely basis to the Global Shared Services Center (GSSC), and ensuring compliance with budgetary limits, IPSAS and organizational regulations, rules, policies, procedures, 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 (as per delegated authority) the disbursement of payments when done locally via bank letters, checks, or petty cash.
- Process cash receipts and reconcile income contributions to ensure their timely deposit and recording in UNICEF systems
- Monitor, assess and analyze financial transactions, accounting reports and reconciliation of accounts and prepare accurate and current financial information for applicable compliance (e.g. IPSAS, donor reporting, internal policies) and management oversight, planning and/or action.
- 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 requests; 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.
- Review 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**

- Support the control, operations and management of bank, petty and cash on hand accounts in accordance with UNICEF/UN financial regulations and rules 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 recommendations to ensure sufficient availability of resources for programmes and operations activities.
- Submit monthly bank statements to the GSSC for reconciliation and take necessary corrective action 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 impacts 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 funds entrusted to the organization and to furthering UNICEF's 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

### ii) Core Competencies (For Staff with Supervisory Responsibilities) \*

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

or

### 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)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

## VI. Recruitment Qualifications

Education:	A university degree in accounting, financial management or another 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:	One year of professional experience in financial management or audit is required.  Experience in an international organization and/or large corporation is an asset.

	<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:	<p>Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.</p>