



UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: **Finance Associate**
Supervisor Title/ Level: **Finance Officer**
Organizational Unit: **Finance**
Post Location: **Maputo, Mozambique**

Job Level: **GS6**
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level: **GS6**

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 Country Programme of Cooperation between the Government of Mozambique and UNICEF (CPD) for 2022-2026 aims to support Mozambique to accelerate efforts towards achieving the targets of the 2030 Agenda for Sustainable Development and meeting its commitment to respect, protect and fulfil the rights of children, in line with the Convention on the Rights of the Child (CRC) and the Core Commitments for Children in Humanitarian Action. It derives from the United Nations Sustainable Development Cooperation Framework (UNSDCF), 2022–2026 and aligns with the Government Five-Year Plan 2020–2024, the National Development Strategy 2015–2035 and relevant sector policies and programmes.

Purpose for the job

Under the guidance of the supervisor, the Finance Associate will be responsible for providing a variety of specialized tasks in finance functions, ensuring accurate and timely delivery that in compliance with UNICEF financial rules and regulations, whilst demonstrating the capacity to research, adapt and evaluate irregular cases, and to recommend improvements to process delivery and design. Specifically, and supporting the UNICEF Mozambique Business Support Centre, the Finance Associate will be responsible for accurate processing of all HACT related transactions and Sales Orders.

The below tasks are expected to be executed independently, and at GS-6, when encountering scenarios outside of the established pattern, the incumbent is expected to demonstrate the capacity to research, adapt and evaluate

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:

1. Conduct quality checks by reviewing and creating VISION transaction requests (FRs, Sales Orders, DCT Advances & Liquidations, Direct Payments and Reimbursements) ensuring all supporting documents and relevant information provided for processing are accurate, adequate and in compliance with established work processes policies, rules, regulations and procedures.

Initiate the timely drafting of HACT Transactions in eZHACT (FACE, PRQs & invoices) from requests received from sections.
2. Ensure correctness of data entering on FACE Forms and PRQs and ensure speedy processing of DCT advances and Liquidations to enhance programme implementation and KPIs maintenance.
3. Ensure all supporting documents are correctly uploaded in eZHACT according to the internal guidance.
4. Create Sales Orders and Funds Reservations in VISION on a timely manner.
5. Ensure good record maintenance and monitoring of transactions and contribute to the periodic review of throughput report and the strengthening of SOPs for transactions, documenting lessons learnt for improving efficiency and effectiveness of the Business Support Centre.
6. Support orientation of new staff members and refresher sessions to ensure quality submission of transactions requests to the Business Support Centre.
7. If required, undertake assessments and spot checks for partners in support of the HACT Assurance Plan implementation.
8. Performs other duties, as required.

IV. Impact of Results (Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)

The efficiency and efficacy of the Finance Associate directly impacts on the optimum, appropriate, effective use of resources and efficient financial recording, accounting entries and reporting, which in turn facilitates management oversight, decision making and quality control. All this ultimately impact on the overall financial statement and position of the organization.

Work requires good understanding and application of the administrative and financial rules, regulations, policies, and accounting procedures. Errors committed could have serious

financial consequences for UNICEF in addition to attracting audit objections/observations and compromising UNICEF's credibility for accountability and transparency.

V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

- Communication (II)
- Working with People (II)
- Drive for Results (II)

Functional Competencies:

- Following Instruction and Procedures (II)
- Applying Technical Expertise (II)
- Planning and Organizing (II)
- Analyzing (II)
- Learning and Researching (II)

VI. Recruitment Qualifications

Education:	<p>Completion of secondary education, preferably supplemented by technical or university courses in a field related to Finance, Accounting, Budget or Business Administration, is required.</p> <p>Computer literacy and ability to effectively use standard office software, tools and technologies is required.</p>
Experience:	<p>Six years of progressively responsible experience in financial management is required.</p> <p>Experience in an international organization and/or large corporation is an asset.</p> <p>Experience with SAP or other similar ERP system is an asset.</p> <p>Experience with IPSAS is an asset.</p>
Language Requirements:	<p>Fluency in English is required. Knowledge of another official UN language is an asset.</p>

VII. Signatures- Job Description Certification

Name: _____ Signature _____ Date _____

Title: Operations Manager

Name:

Signature

Date

Title: Head of Office