



**UNITED NATIONS CHILDREN'S FUND  
JOB DESCRIPTION FOR FINANCE SPECIALIST NO-3**

<b>I. Post Information</b>	
Job Title: <b>FINANCE SPECIALIST</b>	Job Level : <b>Level 3/NOC</b>
Supervisor Title/ Level: <b>Administrative and Finance Specialist P3</b>	CCOG Code: <b>_1A01</b>
Organizational Unit: <b>Operations/ Finance</b>	Functional Code: <b>FIN</b>
Location: <b>Madagascar Country Office</b>	Job Classification Level: <b>Level 3</b>

<b>II. Organizational Context and Purpose for the job</b>
<p>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. Therefore, 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.</p> <p><b>Purpose for the job:</b></p> <p>Under the direct supervision of the Administrative and Finance Specialist, the incumbent assists in accounting control, recording, reporting of assets, liabilities, and income. Monitors the appropriateness and accuracy disbursements of funds and payments of accounts in accordance with the rules, regulations and established budgetary limits.</p> <p>She/he will ensure quality check of financial transactions to ensure compliance with finance policies and procedures in general and with GSSC requirements. Provides training to staff on UNICEF admin and finance policies and procedures and will provides guidance to compliance issues to UNICEF policies and IPSAS</p> <p>She/he analyses and interprets the financial rules and regulations and provides solutions to a wide spectrum of complex financial issues. The position will be responsible for quality assurance work, analyzing cause and effect of policy changes to the operations of the office and provides advice on implementation.</p>

<b>III. Key functions, accountabilities, and related duties/tasks</b>
<p><b>Summary of key functions/accountabilities:</b></p> <ol style="list-style-type: none"><li><b>1. Support to financial planning and management</b></li><li><b>2. Control of accounts</b></li><li><b>3. Treasury and cash management</b></li><li><b>4. Compliance support</b></li></ol>

<p><b>5. DCT Management and HACT activities</b>  <b>6. Knowledge and capacity building</b></p>
<p><b>1. Support to financial planning and management</b></p> <p>Prepare/analyze financial data/estimates and documentations, verifying relevancy, accuracy, and completeness to facilitate financial planning for CPMP and regular management advice (including review of financial figures in PCAs). Provide technical and operational support throughout the financial planning and implementation process. Review budget implementation according to allotment, codes and certify compliance with guidelines and procedures. Keep stakeholders informed for timely action.</p>
<p><b>2. Control of accounts</b></p> <p>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 and Civil society partners 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. 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.</p> <p>Process/supervise (as per delegated authority) the disbursement of payments when done locally via bank letters, checks, or petty cash.</p> <p>Process/supervise cash receipts and reconcile income contributions to ensure their timely deposit and recording in UNICEF systems.</p> <p>Reviews and analyses General ledger accounts of accounts payable (Vendor/ suppliers, Staff, and partners), Goods receipt/invoice receipt etc. Submits report to GSSC for clearing and undertake clearing of General ledger accounts and clearings on monthly basis for F-44 &amp; F-32 done locally. Performs periodic processing/closure activities, as assigned, and assure proper and timely completion of accounts closure activities (monthly, quarterly, and yearly).</p>
<p><b>3. Treasury and cash management</b></p> <ul style="list-style-type: none"> <li>▪ Manage bank, petty and cash on hand accounts transactions and operations in accordance with UNICEF/UN financial regulations and rules, policies, procedures, 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.</li> <li>▪ Maintain contact with local bank management on routine operational matters.</li> <li>▪ Maintain a system to monitor and forecast periodic cash requirements. Provide current information on cash position/forecast to management and make recommendations or take action to ensure sufficient availability of resources for program and operations activities.</li> <li>▪ Submit monthly bank statements to the GSSC for reconciliation and take appropriate corrective actions on findings identified by the Center.</li> </ul>

#### **4. Compliance support**

Review the office systems, procedures, and processes for compliance with organizational rules and regulations.

Enforce and strengthen internal controls to ensure that systems are in place to prevent, detect and report non-compliance.

Review internal work processes in Programme and Operations to ensure that accountabilities are clear and placed at the adequate levels as per global policies and/or best practices.

Establish a risk-based system to periodically and systematically review a sample of activities (Programme and Operations) to ensure they are carried out according to established work processes and in compliance with UNICEF policies and procedures.

#### **5. DCT Management and HACT activities**

Provide technical support and closely collaborates with the HACT officer in the planning and the implementation of HACT Annual Assurance Plan, including regular and well documented financial spot-checks and audits to improve financial management and controls of our implementing partners.

Collaborate with the HACT Officer to ensure timely follow up of financial findings and outcomes of spot-checks and audits.

Provide technical Leadership in the overall office efforts toward the upgrade of HACT. In close collaboration with the HACT Hub, supports the planning and the implementation of capacity building activities of national implementing partners to improve their budgeting and financial management capacities.

Conducts regular assessments of Implementing Partners to ascertain that Programme funds are being used for the purpose they were intended for by developing & implementing an Assurance Activities Plan, including Spot-checks, Programmatic Reviews and Scheduled Audits.

#### **6. Knowledge and capacity building**

Promote a 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 incumbent will provide guidance on the appropriate application and interpretation of rules, regulations, policies and procedures interpretation of rules, regulations, policies, and procedures, as well as on work priorities, which affect the efficient delivery of accounting and financial services to the office.

The efficiency and efficacy of the Finance Specialist directly impacts on the optimum, appropriate, and effective use of resources and efficient financial recording, accounting, and reporting, which in turn facilitates management oversight, decision making and quality control.

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

### Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

### Core Competencies

- Nurtures, Leads and Manages People (2)
- 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)

## VI. Recruitment Qualifications

Education:	Advanced university degree (Master's) in accounting, business administration with specialization in Finance, Audit, economics, or financial management, membership of recognized professional accountancy body and holding a CPA, CA, ACCA, Expert Comptable.  A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree
Experience:	Minimum Five years of practical professional work experience in finance, accounting, budgeting, Auditing, or other related fields. Working experience in SAP will be an added advantage.
Language Requirements:	Fluency in French and English and knowledge of the working language at the duty station required.