

Job Description Type:	Specific Job Description	Region:	ESAR
Category:	GS (General Services)	Country:	Malawi
Reason for Classification:	Upgrade	Duty Station:	Lilongwe
Level:	G-6	Office:	Malawi
Title:	Finance Associate	Section:	Business Support Center
Title Information in Parenthesis:		Unit:	
CCOG Code:		Case Number:	
UNICEF Code:		Post Number:	72960
Classified by:	Gisela Henrique	Classified Date:	4/16/2018
Organizational Context:	<p>UNICEF Malawi Country Programme (2019-2013) is aligned with the Government of Malawi's Growth and Development Strategy (MDGS 111) and the United Nations Development Assistance Framework (UNDAF). The programme supports the Government of Malawi to meet its commitment to respect, protect and fulfil children's rights in line with international conventions and standards. The country programme is guided by the principles of children's rights, equity, gender equality, inclusion and resilience, and supports evidence-based, integrative and innovative programming. The vision is that 'all girls and boys in Malawi, especially the most disadvantaged and deprived, realize their rights'. The programme focuses on: early childhood (parenting, high-impact social services, early stimulation and learning), middle childhood and adolescence (learning, multi-sectoral services, active citizenship), communities (decentralized services and systems, community ownership, social norms), programme effectiveness (monitoring, evaluation, HACT, Innovation, Social Protection and Social Policy and External Communication). The programme is based on 'leaving no child behind', realizing 'rights for all children in Malawi'.</p>		
Purpose of the Job:	<p>The Finance Associate will support the Operations Manager by providing a variety of specialized tasks and with appropriate execution of a number of key financial tasks, i.e., all transaction processing in compliance with UNICEF financial rules and regulations, accurate recording and reporting on GL accounts and support the smooth running of the function in the BSC Unit.</p> <p>"Currently, the Malawi country office is operating under a matrix-management model, where individuals will have more than one reporting line. While this particular position is not currently "matrixed", it is possible that this may change depending on programme needs"</p>		
Key functions, accountabilities and related duties/tasks:	<p>Summary of key functions/accountabilities:</p> <ol style="list-style-type: none"> 1. Conduct thorough quality checks by reviewing and scrutinizing VISION transaction requests (FRs/FCs, Requisitions, Sales Orders, DCT Advances & Liquidations, Direct Payments and Reimbursements) to ensure all supporting documentations and relevant information provided for processing are accurate, adequate and in compliance with established work processes policies, rules, regulations and procedures. 2. Initiate the timely drafting of HACT Transaction (FACE & PRQ) requests received from sections. Ensure correctness of calculations on FACE Forms/ICE and ensure speedy processing of DCT Liquidations to enhance programme implementation. 3. Act as liaison between the CO and GSSC as Finance Local Focal Person (LFP), submitting requests to GSSC in compliance with the established process-split with GSSC as well as monitor status of requests up to completion and closure of case by GSSC. 4. Initiate correspondence to verify data, answer/address queries/concerns from GSSC/Sections/Units and timely follow up and obtain additional information on accounts / financial transactions and provide trouble shooting functions as required. 5. Serve as focal point for Cash in Transit (CIT) booking with third party funds management service provider and timely liaise with program colleagues to ensure all cash in transit transactions are completed in a timely and accurate manner to facilitate smooth programme activities implementation. Maintain and keep an accurate CIT Monitoring sheet to be used to conduct smooth monthly reconciliations. 6. 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 BSC. 7. Act as custodian of the country office petty cash, ensure disbursements are done in accordance with UNICEF rules and regulations and are recorded in Vision in a timely and accurate way. 8. Maintain liaison with Standard Bank to obtain day-to-day information on exchange rates, changes in procedures and regulations and matters pertaining to proper maintenance of office bank accounts. This includes assisting prepare recurring reports and monthly bank reconciliation. 9. Maintain financial and accounting records for safekeeping and ease of reference 10. Support orientation of new staff members and refresher sessions to ensure quality submission of the different categories of service requests to the Business Support Centre. 11. If required by BSC to support, undertake assessments and spot checks for partners. 12. Performs other duties, as required. 		
Impact of Results:	<p>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.</p>		

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.

Competencies and level of proficiency required:

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)

Recruitment Qualifications:

Education: Completion of secondary education, preferably supplemented by technical or university courses in a field related to Finance, Accounting, Budget or Business Administration, is required.
Computer literacy and ability to effectively use standard office software, tools and technologies is required.

Experience: Six years of progressively responsible experience in financial management is required.

Experience in an international organization and/or large corporation is an asset.

Experience with SAP or other similar ERP system is an asset.

Experience with IPSAS is an asset.

Language Requirements:

Fluency in English is required. Knowledge of another official UN language is an asset.

Attachments:

Approval for GS Positions.pdf
BSC Org Chart.docx

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