



UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

I. Post Information

Job Title: **Finance Associate**
Supervisor Title/ Level: Finance
Officer/Specialist Level 2/3 or Operations
Manager Level 3/4/5
Organizational Unit: Operations
Post Location: **UNICEF Country Office**

Job Level: **G-6**
Job Profile No.:
CCOG Code: **2A01**
Functional Code: **FIN**
Job Classification Level: **G-6**

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 Generic Job Profile for a Finance Associate, at the G-6 level, is to be used in a **UNICEF Country Office**, reporting either to a Finance Officer/Specialist at level 2/3 or a Chief of Operations/Operations Manager at Level 3/4/5.

Purpose for the job

The Finance Associate will be responsible for providing a variety of specialized tasks in finance functions, ensuring accurate and timely delivery that is in compliance with UNICEF financial rules and regulations, whilst demonstrating the capacity to research, adapt and evaluate irregular cases, and also to recommend improvements to process delivery and design.

At the G-6 level, the below tasks are expected to be carried out with a high level of independence.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Advise and assist on all aspects related to preparation of reports, compilation of data and answering queries on pledges recorded, funds received, adjustments made to ensure financial compliance, accuracy and completeness of data for its inclusion into statement of accounts and adjustment of budgets. Advise units of discrepancies and assist to resolve differences in their records.
2. Maintains financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports.
3. Selects and enters data from a wide variety of documents, verifying and ensuring accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data.
4. Prepares recurring reports as schedules and special reports, as required for budget preparation, audits or other reasons.
5. Close year-end account and assist in the preparation of year-end reports related to accounts receivable, accounts payable, prepayment, deposits, NEP and leave balances, etc.
6. Advises and assists international staff, experts and consultants on all aspects of allowances, salary advances, travel claims and other financial matters, and calculates and authorizes payments due for claims and services.
7. Initiates correspondence to verify data, answers queries and obtains additional information on accounts and financial transactions, as required.
8. Maintains liaisons with officials of local banks to obtain day-to-day information on exchange and interest rates, changes in procedures and regulations, and matters pertaining to maintenance of office bank accounts. This includes prepares recurring reports and bank reconciliation.
9. Prepares detailed cost estimates, and participates in budget analysis and projects, as required.
10. Performs other duties, as required.

IV. Impact of Results

The efficiency and efficacy of the Finance Associate 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. 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:	Completion of secondary education is required with professional/university level courses in Accounting and Finance/Business administration considered as an asset.
Experience:	A minimum of six years of clerical experience in the area of finance and accounting is required.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

VII. Signatures- Job Description Certification

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Name:	Signature	Date
Title: (Supervisor)		
Name	Signature	Date
Title: Head of Office		