



UNITED NATIONS CHILDREN'S FUND  
SPECIFIC JOB PROFILE

## I. Post Information

Job Title: **Finance Officer, NO2  
(Post#103322)**  
Supervisor Title/ Level: **Finance Specialist,  
NO3 (Post# 4168)**  
Organizational Unit: Operations  
Post Location: Naypyitaw, Myanmar

Job Level: **Level 2**  
Job Profile No.:  
Job Classification Level: Level 2

## II. Strategic Office 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.

### **Strategic office context :**

The Finance Officer is responsible for providing support to the supervisors and colleagues in the office by administering and executing a variety of professional and technical financial transactions and processes, applying theoretical skills and thorough knowledge of organizational goals, objectives, rules, regulations, policies, and procedures to complete the tasks.

The Finance Officer when supervising support staff will be responsible for planning and guiding work in progress and for reviewing work completed by subordinate staff to verify accuracy and compliance with International Public Sector Accounting Standards (IPSAS), UNICEF Financial Regulations and Rules, policies, procedures, guidelines, standards of accountability, and ethics.

### **Purpose for the job:**

Under the direct supervision of the Finance Specialist (NO3), the Finance Officer will support the Office by administering and executing a variety of professional and technical skills in financial management, accounting and auditing, including quality assurance of Micro Assessments, Financial Spot Checks, Audit reports and actions taken by implementing partners on audit and spot check recommendations, applying theoretical skills and thorough knowledge of

organizational goals, objectives, rules, regulations, policies and procedures to complete the tasks.

As a supervisor, the Finance Officer will be responsible for planning and guiding work in progress and for reviewing work completed by subordinate staff to verify accuracy and compliance with International Public Sector Accounting Standards (IPSAS), UNICEF Financial Regulations and Rules, policies, procedures, guidelines and standards of accountability and ethics.

### **III. Key functions, accountabilities and related duties/tasks:**

#### **Summary of key functions/accountabilities:**

- 1. Support to financial planning and management**
- 2. Control of accounts and Financial Assurance activities**
- 3. Treasury and cash management**
- 4. Knowledge and capacity building**

#### **1. Support to financial planning and management**

- Provide support to 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.
- Review budget expenditures according to allotment and codes and verify compliance with guidelines and procedures. Keep stakeholders informed for timely action.
- Provide technical and operational support on the application, interpretation and implementation of operational policies, procedures and guidelines to the Representative and CO colleagues and stakeholders. Resolve routine financial operational issues and/or recommend (and record) deviation from policies and guidelines to meet objectives.
- 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 and/or monitor financial exception reports to assess 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, 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 and financial assurance activities**

- Process and/or review (as per delegated authority) the accurate and timely processing submission of payments (e.g. MIP, travel claims, pension fund, advances to governments 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.

- Process/supervise (as per delegated authority) the disbursement of payments when done locally via bank letters, checks, or petty cash.
- Process and supervise cash receipts and reconcile income contributions to ensure their timely deposit and recording in UNICEF systems.
- Monitor and analyze financial transactions, accounting reports and reconciliation of accounts to ensure accurate and current financial information for applicable compliance (e.g. IPSAS, donor reporting, internal policies) and management oversight, planning and/or action.
- Prepare or 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.
- Examine 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.
- Lead internal team of selected staff members in the process for conducting financial assurance activities (spot checks) of UNICEF partners and ensure that these activities are in compliance with HACT framework.
- Coordinate with external audit firms and Government Office of Auditor General and provide technical support in conducting audits of UNICEF implementing partners.
- Perform quality assurance of Micro Assessment reports, financial spot checks and audit reports issued by third party service providers.
- Provide technical support to related programme officers and implementing partners on recommendations from Micro Assessment reports and financial spot check and audit reports.
- Perform quality assurance of follow up documents and monitor the status on action taken by implementing partners on recommendations from Micro Assessment reports and financial spot check and audit reports.

### **3. Treasury and cash management**

- 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.
- 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 or take action to ensure sufficient availability of resources for programmes and operations activities.
- Submit monthly bank statements to the GSSC for reconciliation and take appropriate corrective actions on findings identified by the Center.

### **4. 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 ability of the Finance Officer to effectively manage and execute financial transactions and support financial assurance activities (spot checks and audits) directly impact 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 resources entrusted to the organization and to furthering UNICEF's image as a competent organization for delivering cost effective and sustainable program results.

#### V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

##### Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

##### Core competencies skills

- 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)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

##### Functional Competencies

- Analyzing (1)
- Applying technical expertise (2)
- Planning and organizing (2)
- Following instructions and procedures (2)

#### VI. Recruitment Qualifications

Education:

A first level university degree in accounting, auditing, 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 with certification in

	accounting/auditing is acceptable in lieu of relevant university degree, or its equivalent.
Experience:	<p>A minimum of 2 years of professional experience in financial management and auditing is required.</p> <p>Certified Public Accountant (CPA) or ACCA with audit experience in Government Departments/NGOs/INGOs is required.</p> <p>Experience in an international organization and/or large corporation is preferred.</p> <p>Experience in a UN system agency or organization some of which served in a developing country is considered as an asset.</p> <p>Advanced knowledge of Microsoft Office, especially Excel is required.</p> <p>Experience in database packages, web based management systems and ERP systems (preferably SAP financial modules) is considered as an asset.</p> <p>Experience with IPSAS and/or IFRS is considered as an asset.</p>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.