

Terms of Reference:

Functional Title	Finance Officer
Duty Station	Monrovia
Level of the post	NOA
Type of Appointment	TA
Duration	364 days
Start Date	ASAP
Section	Operations
Reporting to	Operations Specialist
Budget Code	2550/09/800/004/001
Project and activity codes	Operations Effectiveness
Purpose/objectives	Finance Officer NOA level to support the office with more focus on Mobile Money Transaction processing. Under the overall guidance of the Operations Specialist/ Deputy Representative, Operations, the staff member is expected to provide efficient and timely support to the Finance functions in the office. The staff member will be accountable for the correct and consistent application of policies and procedures in the management of finance functions through the provision of technical leadership, guidance, and support to the country office.

Background and Context

The Finance Officer reports **to the Operations Specialist** for close guidance, training and supervision. The Finance Officer provides support to the supervisor and colleagues in the office by administering and executing a variety of technical and professional transactions/initiatives in financial management and services, applying theoretical skills and acquiring thorough knowledge of International Public Sector Accounting Standards (IPSAS) and organizational goals and objectives, Financial Regulations and Rules, policies and procedures through the performance of tasks.

With the introduction of the mobile money late 2020, it is widely use by all UNICEF Liberia Implementing partners as an alternative cash transfer modality for implementing partners (IP's) with high or significant risk or in some instances IP's who has aged DCTs and are blocked in the system or those with weak financial management as specified in assurance activities. Since its introduction, the Office noted an increasing wave of request from sections; thus, the need for additional capacity considering finance supports all sections.

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Major duties and responsibilities

Summary of key functions/accountabilities:

- 1. Mobile Money Account Management**
- 2. Support to financial planning and management**
- 3. Control of accounts**
- 4. Treasury and cash management**
- 5. Knowledge and capacity building**

1. Mobile Money Account Management

- Make weekly forecast of cash needs for Mobile Money onto the UNICEF mobile money platform in readiness for release to the beneficiaries and always ensure that the wallet have enough balance to respond to emergency needs.
- Ensure authenticity of the beneficiaries' details (names, Mobile account no registered into the beneficiary name) on attendance sheet or invoice for companies after confirmation with the Mobile Money Companies in accordance with the SOP in place
- Prepare Payment batches.
- Follow up on failed payments to investigate exceptions and rejected/returned payments and advise the program units on the required follow up action with the beneficiaries.
- Prepare the reconciliation with each batch of payment made and reconciliation of mobile money transactions for each month. Any reconciling items are cleared with 2 days.
- Ensure proper filing of MoMo accounts reports and reconciliations after each transfer.

2. Support to financial planning and management

- Provide operational and technical assistance in 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.
- Assess budget expenditures to verify compliance to allotment, codes, guidelines and procedures. Prepare regular analysis, modification and reports on the budget situation for higher management oversight and action.
- 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 financial exception reports, highlight 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, advise and 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.

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4. Control of accounts

- Process the submission of payments (e.g. MIP, travel claims, pension fund, advances to governments etc), journal entries and other financial transactions within scope on a timely basis to the Global Shared Services Center (GSSC), and 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 (as per delegated authority) the disbursement of payments when done locally via bank letters, checks, or petty cash.
- Process cash receipts and reconcile income contributions to ensure their timely deposit and recording in UNICEF systems.
- Monitor, assess and analyze financial transactions, accounting reports and reconciliation of accounts and prepare accurate and current financial information for applicable compliance (e.g. IPSAS, donor reporting, internal policies) and management oversight, planning and/or action.
- 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.
- Review 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.

5. Treasury and cash management

- Support the control, operations and management of bank, petty and cash on hand accounts in accordance with UNICEF/UN financial regulations and rules 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 to ensure sufficient availability of resources for program and operations activities.
- Submit monthly bank statements to the GSSC for reconciliation and take necessary corrective action on findings identified by the center.

6. Knowledge and capacity building

- Promote 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.

Qualifications, Experience and Competencies

➤ A university degree in accounting, 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.

➤ One year of professional experience in financial management or audit is required.

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

Advanced knowledge of Microsoft Office, especially Excel required.

Experience in database packages, web-based management systems and ERP systems (preferably SAP financial modules) is an asset.

Experience with IPSAS and/or IFRS is an asset.

➤ Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

Competencies and level of proficiency required.

Core Values

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

Core Competencies

- Builds & Maintains Partnerships.
- Demonstrates Self-Awareness & Ethical Awareness.
- Drive to Achieve Results for Impact.
- Innovates and Embraces Change.
- Manages Ambiguity and Complexity.
- Thinks and Acts Strategically.
- Works Collaboratively with others-Establish.
- Nurtures, Leads & Manage People