



## UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

### I. Post Information

Job Title: **Finance Associate**  
Supervisor Title/ Level: Finance Officer Level 2  
Organizational Unit: Oper - Fin & Accounts  
Section, Dhaka  
Post Location: **UNICEF Bangladesh Country  
Office**

Job Level: **G-6**  
Job Profile No.: Post# 014221  
CCOG Code:  
Functional Code:  
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 to a Finance/ Budget Officer at level 2.

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

**Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

**Competencies**

- 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)

**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 experience in the area of finance and accounting is required.                                                                            |
| Language Requirements: | Fluency of English and local language of the duty station required.                                                                                                |

# Child Safeguarding Certification

(to be completed by Supervisor of the post)

**Child Safeguarding** refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.</p>                                                                                                                                                                                                                                                                                                                                                                                       | <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>                                                                            |
| <p>2a. Is this a Direct* contact role?</p> <p>2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.</p> <p><i>*"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i></p>                                             | <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> |
| <p>3a. Is this a Child data role? *:</p> <p>3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)</p> <p><i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i></p> | <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> |
| <p>4. Is this a Safeguarding response role*</p> <p><i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)</i></p>                                                                                                                                                                                                                 | <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>                                                                            |
| <p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children<sup>1</sup>; or Measures to manage other safeguarding risks are considered unlikely to be effective<sup>2</sup>.</i></p>                                                                                                                                                                                                                                                                                       | <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>                                                                            |

<sup>1</sup> Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

<sup>2</sup> i.e. the role-risk will be compounded by other residual risks.