



UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: **Finance/Accounts Specialist**
Supervisor Title/ Level: **Deputy Representative Operations, P5**
Organizational Unit: **Finance Section**
Post Location: **Maputo, Mozambique**

Job Level: **NO-3**
Job Profile No.: **8821**
CCOG Code: **1A01**
Functional Code: **FIN**
Job Classification Level: **Level 3**

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 Mozambique Country Office requires a dedicated position to support senior management in making sure that resources are continuously geared towards achieving results for children considering the significant and complex programmatic and operational risks and challenges. This will be achieved through effective financial management, internal controls and risk management systems and practices under the Finance/Accounts Specialist NO3 role, reporting to the Deputy Representative Operations P5 level position.

Purpose for the job

The Finance/Accounts Specialist is responsible for a broad range of internal control activities, including but not limited to: Enforcing and strengthening internal controls systems and accountabilities; Fraud Risk Management Support, oversight and advisory to Management and create awareness and capacity building.

The Finance/Accounts Specialist is also responsible for providing support to the Deputy Representative Operations in managing, monitoring and overseeing a range of financial management services in support of program and operational activities (i.e. financial planning, disbursements of funds and payments, treasury and accounting, financial analysis and reporting of resources), ensuring compliance of all financial operations with organizational plans, policies, procedures, guidelines, standards of performance, ethics, and integrity.

III. Key functions, accountabilities and related duties/tasks

A. Internal Controls and Risk Management

1. Enforcing and Strengthening internal controls and accountabilities to ensure that systems are in place to prevent, detect and report non-compliance

- Review the office systems, procedures and processes for compliance with organizational rules and regulations;
- Enforce and strengthen internal controls to ensure that systems are in place to prevent, detect and report non-compliance. Support the process for the self- assessment of internal control by the office;
- Review internal work processes in Programme and Operations to ensure that accountabilities are clear and placed at the adequate levels as per global policies and/or best practices;
- Establish a risk-based system to periodically and systematically review a sample of activities (Programme and Operations) to ensure they are carried out according to established work processes and in compliance with UNICEF policies and Procedures;
- Ensure smooth preparedness of internal and external audit, conduct a quality assurance and follow-up on the implementation of the recommendations and provides feedback to the management;
- Periodically test compliance with the Table of authority and adherence to the delegation of authorities in line with UNICEF policies and Procedures; and ensure staff understand the roles and responsibilities delegated to them;
- Support the office management team in the annual risk assessment process and monitor reliability of reports and their compliance with applicable rules and regulations;
- Lead the office peer reviews process, undertake visits to project sites and field offices to verify the quality of performance;

2. Fraud risk Management support

- Support the management in escalating the issues to OIAI and in collecting evidence to respond to OIAI's queries for assessing allegations of fraud and misconduct or during actual investigations;
- Advise the management on lessons learned from investigations and measures to be taken accordingly;
- Ensure the implementation of the global anti-fraud strategy, suggest internal fraud prevention mechanisms and alert the management on any fraudulent issues as well as unethical behaviors detected;
- Lead the process of Fraud risk training / orientation to Partners and suppliers.

3. Oversight and advisory to the Management

- Help advise the management on actions to be taken to enforce and strengthen accountabilities for a robust, responsive and transparent governance framework;
- Review the conformity of statutory and non-statutory committees, assess committee members have been trained/oriented on their roles and responsibility.
- Contribute to effective management process by participating in key governance meetings (particularly CMT, PCT and OGM);
- Coordinate Risk assessment and control activities with other UN agencies by representing the office in meetings related to Risks and Compliance activities.

4. Create awareness/capacity building

- Establish a system to document and report weaknesses in internal control and implement actions aimed at addressing internal controls gaps (Process flowchart, internal memo & guidance) and building the capacity of responsible staff;
- Analyze cause and effect of policy changes to the operations of the office, anticipate changes and advise on the new way of doing business.
- Support the implementation of a continuous learning and development plan for the Risk and Compliance function.

B. Financial Management

1. Support to financial planning and management

- Prepare/analyze financial data/estimates and documentations, verifying relevancy, accuracy and completeness to facilitate financial planning for CPMP and regular management advice (including review of financial figures in PCAs). Provide technical and operational support throughout the financial planning and implementation process.
- Provide technical and operational support on the application, interpretation and implementation of financial policies, procedures and guidelines to the Representative and CO colleagues and stakeholders. Resolve routine financial issues and/or recommend (and record) deviation from procedures and guidelines to meet objectives.
- Prepare and/or monitor financial exception reports to assess unusual activities and transactions, investigate anomalies, and keep supervisor informed for timely action.
- Prepare work plans for supervisee/s, provide timely technical guidance, monitor work in progress and review work completed to approve transactions and/or certify/verify accuracy of work and compliance with IPSAS and UNICEF Regulations and Rules, policies, procedures, and guidelines.

2. Control of accounts

- Supervise (as per delegated authority) the disbursement of payments when done locally via bank letters, checks, or petty cash.
- 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.
- Assure proper and timely completion of accounts closure activities (monthly, quarterly and yearly). 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

3. Treasury and cash management

- Manage bank, petty cash, cash on hand accounts and P-Card 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.
- Primary contact with local bank management on routine operational matters including negotiation of exchange rate on replenishments.
- Monitor periodic cash forecast periodic and requirements. Provide current information on cash position/forecast to management and make recommendation or take action to ensure sufficient availability of resources for programmes and operations activities.
- Review monthly bank reconciliation and take appropriate corrective actions on findings identified by the GSSC.

4. Knowledge and capacity building

- Ensure that the staff/personnel have access to relevant training and that staff and other personnel understand key UNICEF financial policies including PSEA, Fraud and Ethics.

IV. Impact of Results

The position will help the office to ensure that:

- Employees' actions are in compliance with UNICEF regulations, Financial Rules and Regulations, Procurement regulations and other applicable laws and regulations
- Significant programmatic and operational information are accurate, reliable, and timely.
- Risks are appropriately identified and managed.

- Quality and continuous improvement are fostered in Mozambique Country Office's internal control process.

V. Competencies and level of proficiency required

Core Values

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

Core Competencies

- 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)

VI. Recruitment Qualifications

Education:	<p>An Advanced university degree (master's or higher) in Accounting, Finance, Auditing or Business Administration or equivalent or any other comparable recognized professional qualification or valid professional certification (CA; CPA; ACCA etc.) from an internationally recognized, accredited chartered accountancy institution is required.</p> <p>Audit or Investigation certifications are considered as assets.</p>
Experience:	<p>A minimum of 5 years of professional experience in financial management or audits in an international organization and/or large corporation is required.</p> <p>Experience in financial management, particularly developing and implementing financial control systems, audits, preferably with international organizations, NGOs and UN is required.</p> <p>Advanced knowledge of Microsoft Office, especially Excel required. Experience in database packages, web based management systems and ERP systems (preferably SAP financial modules) is considered as an asset. Experience with IPSAS and/or IFRS is considered as an asset</p> <p>Field experience /familiarity with Emergency will be an asset.</p>
Language Requirements:	<p>Fluency in both English and Portuguese is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.</p>