

## TA Requisition/TOR Form

(FOR Temporary Appointments)



### UNICEF Cameroon: TERMS OF REFERENCE (TOR)

**Job Title and Level:** Finance Assistant – GS5

**Section:** Operations/Finance unit

**Duration:** 364 days

**Duty Station:** Yaoundé, Cameroun

#### 1. Purpose of Assignment & Justification:

Under the guidance and direct supervision of the Finance Officer, the The Finance Assistant will be responsible for providing a variety of 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. The Finance Officer provides supervision and guidance in the management of tasks and priorities as well as ensuring updated policies/procedures are understood and implemented..

#### 2. KEY ACCOUNTABILITIES and DUTIES & TASKS

*Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.*

1. Maintains financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports. Code and record receipts and payments, assures accuracy of computation and completeness of documents, and maintains continuing status of allotments against obligations. Updates data base system on files management. Retains and disposes financial records in accordance with UNICEF's retention policy on financial documents.
2. Prepare recurring reports on assigned accounts, noting problems resulting from excess cost or less-than-expected receipts. Prepare special reports to clarify problems or for other reasons. Calculate and compile cost estimates and projected budget requirements and assists in preparation of budget statements for area of assignment.
3. Reviews travel-related invoices and initiates the payment process. Monitors house bank GL daily for payments for manual processing. Acts on payments to be processed through the main house bank. Review payment supporting documents and submit payment case to Service Gateway against supporting documents and follow up until the closure of the case. Responds to queries, if any, on payment transactions have been rejected.
4. Prepare routine correspondence and maintains personal and telephone contacts with others to discuss matters concerning accounts, and related assignments. Initiates correspondences to verify data, respond to queries, and obtain additional information on accounts and financial transactions, as required.

5. Cover the bank errands processing. Support in the follow-up of the operations open commitments, and the planning and monitoring of field office annual budget management. Handle the prepaid card initiative to be adopted by the Office. Ensure that all purchases using ecard are conform to policy requirements. Ensures the Prepaid card is used for low value procurement only. Ensures adherence to approved card limits and daily transactions limits where applicable. Obtains receipts and maintains detailed information for each purchase. Reviews and confirms all purchases made with the card in VISION including assigning funding source, expenditure category and attaching receipts/supporting documents for each transaction. Resolves errors and disputed charges with CSP or merchants on a timely basis; and informs the Card Administrator. Seeks authorization from Head of Office and Treasury if there is a need to amend Card Limits. Calls CSP's customer service immediately to report lost or stolen cards and notifies the Card Administrator.
6. Brief and assist newly arrived international staff, experts and consultants on basic financial procedures and requirements with respect to payments, entitlements, banking and currency provisions and other requirements relating to accounts and finance.
7. Compile and submit claims for GST
8. Reconcile vendor accounts monthly and clear open items.

**2. Supervisor:** Finance Officer, NO2, #0010211

**3. Qualifications or specialized knowledge/experience/competencies required for the assignment:**

**EDUCATION :**

- Completion of secondary education is required. · University degree/specialized certification/university level courses in finance, accounting, business administration or other relevant academic discipline is preferred.

**WORK EXPERIENCE :**

- At least 5 years relevant finance and accounting work experience, which includes cash handling and responsible administrative work. *For this position, a bachelor's degree from a recognized academic institution in a relevant field may replace three years of related work experience. A master's degree may replace additional two years.*
- Hands-on experience in SAP financial modules.
- Hands-on experience in office software packages and web-based management systems.
- Ability to operate calculator or other machines used to maintain accounts.
- Experience in the UN system agency or any international organization is preferred.

**4. LANGUAGE REQUIREMENT:**

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

**5. COMPETENCIES**

**Core value**

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

**Core 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)

**6. Submitted by:**

**Name and Title:**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**7. Review & Endorsement:**

**1) Reviewed by Human Resources:**

**Signature and Date:** \_\_\_\_\_

**8. Approved by: Representative:**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_