



Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	HQ
Category:	GS (General Services)	Country:	Sweden
Reason for Classification:	Establishment of a new post	Duty Station:	Stockholm
Level:	G-6	Office:	Office of Innovation
Title:	Administrative and Finance Associate	Section:	Director's Office
Title Information in Parenthesis:		Unit:	
CCOG Code:	21	Case Number:	
UNICEF Code:	ADM	Post Number:	
Classified by:	Zsofia Laurova	Classified Date:	6/25/2024

Organizational Context:	<p>The Office of Innovation (OOI) works to catalyze UNICEF's and all its partners' expertise and resources against key children-outcomes bottlenecks, with a view to continuously ideate and scale the most effective solutions with transformational potential at scale to achieve the child-related SDGs.</p> <p>The office is doing this by continuously exploring new ways of accelerating results for children, investing across a range of early stage solutions, and harnessing internal and external expertise towards continuously iterating and finetuning the most promising solutions for children through a systematic portfolio management approach, and leveraging all stakeholders' innovation energy, knowhow and resources from intergovernmental, multilateral, private sector and non-governmental fora (think tank, academia).</p>
Purpose of the Job:	<p>The Administrative and Finance Associate will be responsible for providing a variety of specialized tasks in administrative and finance functions within the Office of Innovation, ensuring accurate and timely delivery that is in compliance with UNICEF administrative and 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 tasks are expected to be carried out with a high level of independence.</p>
Key functions, accountabilities and related duties/tasks:	<p>Summary of key functions/accountabilities:</p> <ol style="list-style-type: none"> 1. Support to Financial Control 2. Contracting of consultants and service providers 3. General Administrative Duties <p>1. Support to Financial Control</p> <p>Review and process payments in VISON related to HACT, utility payments, supplies, PO, advances and other payments. Check the requests have the necessary supporting documents, usually the original document, validity of the charge, they are certified by the staff responsible and are coded correctly. File the transactions and the related supporting documents regularly and share copies with relevant sections as required.</p>

Analyze and reconcile general ledger accounts periodically and assist in the preparation of period-end reports related to accounts receivable, accounts payable, prepayment, and deposits, etc.

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, cash flow forecast and bank reconciliation.

Monitor and advise budget owners on financial status of projects and potential under and over-expenditures and recommend possibilities for reallocation to ensure the optimum use available funds.

Provide relevant information for the response to audits.

2. Contracting of consultants or other service providers

Facilitates the processing of contracts for consultants and external partners that provide a service to the section. This includes: Monitor assigned tasks to ensure completion of contracting actions in a timely manner. Based on approved TOR, technical and financial evaluation report on the consultant selection decisions, drafts purchase order/contract documents.

Assist supervisor in the monitoring of PO status by preparing monthly and ad-hoc management reports. This includes maintaining an updated database of contracts as well as a database to closely follow up contract's expiration, and follow up on prompt renewals if needed, or its closure.

3. General Administrative Duties

Administer documents flow and ensure electronic and hard copy filing according to the established UNICEF procedures. Maintains individual Contract files with all required recruitment documentation, and solicitation files.

Provides travel assistance to staff members in section for travel arrangements and entitlements based on the organization's rules and policies. Liaises with relevant travel focal points to ensure that the organization obtains the best service and price for all travel.

Extracts, inputs, maintains, and verifies correctness of travel records in the organization's travel system to ensure accurate transactions related to travel costs and staff travel.

Supports management of administrative supplies, office equipment, and updating inventory of items.

Performs other duties, as required.

Impact of Results:

The efficiency and efficacy of the Administrative and 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.

Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:

No

Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by

No

remote communication, but the communication will not be moderated and relayed by another person?:

Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:

No

The selected candidate for this position will be required to engage with vulnerable children:

No

Competencies and level of proficiency required:

Core Values

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)

Recruitment Qualifications:

Education requirements: Completion of secondary education is required. Professional/university level courses in Accounting and Finance/Business administration are considered as an asset.

Experience required: A minimum of six (6) years of clerical experience in the area of finance, accounting and administration is required.

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

Attachments:

[HeadofOfficeapproval.pdf](#)
[JD Admins and Finance Associate G6 Draft OOI.doc](#)
[Operations_orgchart.pdf](#)
[Operations_orgchart_planned.pdf](#)

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