

1. Job Type

2. Job Information

Title

Functional Group - Level 1 Grade

Functional Group - Level 2 Job Code

Functional Group - Level 3 CCOG Code

Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

In the Regional Bureaux, the incumbent works under the direct supervision of the Regional Controller or Senior Finance Officer and in functional coordination with DFAM's Accounts and Financial Service (AFS). In the Country or Multi-Country Offices, the incumbent may be supervised by a Senior Finance Officer, Assistant Representative (Admin), Head of Sub-Office, or other senior positions as delegated by the Representative.

The incumbent is responsible for co-ordinating, guiding, monitoring, advising on, and supporting the financial operations in the area of responsibility (AoR). With the objective to safeguard and optimize the utilization of UNHCR's monetary and physical resources, the incumbent contributes to the establishment of efficient and reliable mechanisms and processes to ensure compliance with UN financial regulations and UNHCR's rules, policies and procedures including, and not limited to, accounts payable and treasury processes, accounting, and implementation of internal control mechanisms, including support to oversight and audit functions.

The incumbent may support the supervisor with the identification and management of risks under their responsibility in close coordination with the Risk Management and Compliance Advisor. In the Regional Bureaux, the incumbent supports the work of the Regional Controller with authority to discuss problems and seek common ground on which to recommend solutions based on predetermined guidelines provided by higher authority.

The incumbent may directly supervise national professional and general service staff.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

4. Duties

- Contribute to the assessment of budgetary needs for administrative budgets (ABOD); monitor and control ABOD expenditure.
- Analyse, evaluate and control disbursements/receipts, as well as expenditure variances against approved budgets;
- Review and approve vouchers, including ABOD and project disbursements.

- Propose monthly cash requirements for the Office, and ensure adequate and timely replenishments of funds.
- Contribute to the preparation and processing of monthly accounts.
- Provide financial status reports to supervisors.
- Analyse and evaluate all financial reports produced on a regular basis.
- Maintain effective business relationships with local banks.
- Assist in ensuring compliance with UNHCR and UN Financial Regulations and Rules, policies and procedures.
- Ensure that payments are effectuated by the monthly deadline.
- Ensure that monthly accounts are correct and approved, and ensure timely monthly bank reconciliations, including open items, review and clearance of unwanted requisitions and PO balances.
- Conduct regular checks of petty cash and cash accounts.
- Perform project control functions, in the absence of a dedicated project control position.
- Participate in the physical verification of UNHCR's local property, plant and equipment (PPE) and inventories.
- Verify that all financial transactions are correct and in accordance with UNHCR rules and procedures.
- In the absence of a senior finance position, ensure compliance with applicable financial rules, policies and procedures.
- In the absence of a senior finance position, certify country-level financial expenditure reports submitted to the regional office or Headquarters.

Regional financial services applicable to positions in the Regional Bureau only

- In coordination with relevant services in HQ, and to improve cost-effectiveness and process efficiency for operations, assist with the implementation and management of regional finance-related services such as: vendor and other related master data management and maintenance, invoice posting, travel claim processing, payments, bank reconciliations, accounting housekeeping and period cut-off activities, donor financial reporting, etc.
- Make proposals for the continuous improvement of financial monitoring and control mechanisms, including the streamlining of financial systems and procedures.
- In coordination with DFAM's Change Management and Field Support Section and the Global Learning and Development Centre, identify and provide training on accounting matters, and recommend or develop training modules as necessary, aiming at the development of financial management skills.
- In close liaison with DFAM's System Administration Section and other divisions as necessary, assist the provision and planning of activities for rollout of new processes or systems; assist the Regional Controller in monitoring the implementing internal control mechanisms and compliance with UNHCR's financial policies and procedures in the region.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

*Accounting,
or other relevant field.*

Finance,

Public or Business Administration,

Economics

(Field(s) of Education marked with an asterisk are essential)*

Certificates and/or Licenses

Professional accounting, auditing or financial management designation (CPA/ACCA/CIA/CMA or equivalent).

(Certificates and Licenses marked with an asterisk are essential)*

Relevant Job Experience

Essential

Work experience in the field of accounting/finance, project management, business analysis, quality assurance and/or risk management. Good knowledge of, and experience in working with, international accounting and auditing standards, with a minimum of 1 year of practical experience in the audit process and/or in financial statements preparation. Working experience with accrual accounting (such as IPSAS or IFRS). Experience with financial modules of a major Enterprise Resource Planning system (such as PeopleSoft, SAP or Oracle). Good understanding of project and resource management.

Desirable

Good knowledge of UNHCR systems (such as Focus and MSRP). Excellent knowledge of United Nations financial rules and procedures.

Functional Skills

FI-Finance - Accrual accounting (IPSAS/IFRS)

FI-Finance - Accounting

IT-PeopleSoft Financial Management

PC-Project Control

MS-Data Collection and Analysis

MS-Monitoring & Evaluation

(Functional Skills marked with an asterisk* are essential)

Language Requirements

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***

*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***

*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

6. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies:

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies:

Empowering and Building Trust

Managing Resources

Judgement and Decision Making

Cross-Functional Competencies:

Analytical Thinking

Negotiation and Conflict Resolution

Planning and Organizing

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.