

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 also identifies and manages 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 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

- Oversee and guide integrated financial management and reporting for the area of responsibility (AoR).
- Assess, review, and ensure application of finance-related policies, instructions, procedures, etc.

- Provide advice to management regarding the application of financial policies and procedures and, when necessary, coordinate with the Regional Controller or Office of the Controller, as applicable, regarding the interpretation of such policies and procedures.
- Ensure accounting records are correct and reliable, including—and not limited to—timely bank reconciliations, maintenance of open items, timely processing of travel financial transactions, clearance of residual requisitions and purchase order balance.
- In close coordination with the AFS, support the preparation and review of donor financial reports, and endorse such reports before submission to donors.
- Ensure monthly and yearly closing as well as any other periodic accounting-related processes are executed in a timely and accurate manner.
- Ensure the maintenance and on-going validity of the Delegation of Authority Plan (DOAP).
- Ensure that payments made are timely and accurately, and all month-end and year-end cut-off processes are implemented in line with relevant guidance.
- Supervise the preparation of financial reports, monitoring and supervising expenditures with respect to approved budgets and work plans.
- Ensure that local bank account administration and associated cash management functions are performed in adherence to financial guidelines
- Perform financial management and control related to Cash-Based Interventions in adherence to financial guidelines.
- Review and certify vouchers, including ABOD and project disbursements;
- Perform project control functions for both directly and indirectly implemented activities, in the absence of a dedicated project control position
- Coordinate, review and endorse responses to audit queries from internal and external audits and ensure the implementation of accounting audit recommendations.
- Perform other relevant duties as required.

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, implement and manage 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, provide and plan 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.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years 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

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. Excellent knowledge of, and experience in working with, international accounting and auditing standards, with a minimum of two years of practical experience in the audit process and/or in financial statements preparation. Working experience with accrual accounting (such as IPSAS or IFRS). Excellent understanding and/or experience of financial modules a major Enterprise Resource Planning system (such as PeopleSoft, SAP or Oracle). Good understanding of project and resource management. Excellent computer skills, in particular in MS Office applications, especially MS-excel. Excellent communication and negotiation skills. Experience of managing people in multinational/multicultural environments.

Desirable

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

Functional Skills

FI-Auditing practical experience

FI-Finance-Accounting

FI-Finance - Accrual accounting (IPSAS/IFRS)

FI-Financial Management

FI-Treasury/Cash Management/Banking/Investment/Foreign Exchange

FI-Funds Monitoring/Identifying cash flow problems

UN-UNHCR Financial Rules and Regulations and Procedures

FI-International Auditing Standards

(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 Performance

Judgement and Decision Making

Managing Resources

Cross-Functional Competencies:

Analytical Thinking

Negotiation and Conflict Resolution

Political Awareness

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.