TERMS OF REFERENCE
TEMPORARY FINANCE ADMINISTRATIVE ASSOCIATE

The Finance Administrative Associate post is located in the Pacific Sub-Regional Office (SRO) and reports to the Operations Analyst who provides overall direction and guidance. S/he is part of the operations team and works closely with programme staff in the Sub-Regional Office.

The Finance Administrative Associate ensures the effective functioning of financial operations and systems in support of the programme and office management.

The primary roles of the Finance Administrative Associate are:
- Provide advisory support to the SRO with respect to operating fund account reconciliations, financial policy application and Atlas processing
- Create required vouchers in Atlas to apply deposits, disburse funds and adjust chartfields
- Analyze SRO accounts to ensure accuracy of the accounts
- Assist SRO in the fulfillment of its accountability obligations
- Assist in year-end closure processes

A. Advisory support to the SRO programme and office management
- Advise and support programme staff on programme budget reallocations and chart of accounts coding, etc., accounting, policy application and other financial matters.
- Interpret financial policies and procedures particularly relating to NEX and provide guidance and training to programme staff. Strive to identify ways in which programme financial needs can be met within existing policies.
- Provide financial monitoring reports and analysis of projects and advise programme and operations teams on expenditure trends and implementation rates.
- Develop tools and mechanisms for effective and efficient monitoring of programme and project budgets, coordinate compilation of financial data and provide accurate and updated financial information on a continuous basis.
- Examine and analyze quarterly expenditure reports (FACE) for accurate closing balances, which includes:
  • Monitoring of SRO Operating Fund Accounts (OFA) and actions proposed for the timely clearance
  • Conducting reconciliation of the submitted reports with the amount of general ledger

B. Create required vouchers in Atlas to apply deposits, disburse funds and adjust chartfields
- Create Atlas vouchers to apply deposits, release funds and adjust chartfields/liquidate advance
- Liaise with UNDP and banks to ensure timely release of funds

B. Analysis of accounts
- Review accuracy of chart fields and accounting transactions to ensure compliance with policies and procedures.
- Review and monitor charges for common services and cost recovery taking into account maximum cost efficiency.
- Review SRO financial data for accuracy and make correction of potential mistakes.

C. Assist SRO in accountability obligations
- Monitor financial information integrity and completeness via the dashboard to ensure the following are performed and to allow for monthly closures:
  • Vouchers are posted,
  • Charges to incorrect accounts are corrected,
  • Purchase orders and requisitions are not excessively aged,
  • Petty cash is properly processed,
  • Staff advances are properly accounted for and collected upon, and
  • Programme budgets are not over allocated

D. Assistance in year-end closure processes
• Work in close collaboration with the Programme Finance Associate to ensure timely and proper implementation of year end closure requirements.
• Prepare financial analysis and make corrective actions as requested. This can include, but is not limited to:
  • Creation of general ledger journal entries,
  • Summarization and reconciliation of financial data for NEX audits.

E. General
• Act as petty cash custodian
• Promote continuous improvement and harmonization of business processes.
• Perform activities that may be assigned from time to time to ensure the success of the working team.
• Backstops for Programme Finance Associate
• Any other additional duties assigned.
• Daily interaction with PSRO Programme and Operations teams to provide guidance and support, discuss errors, voucher failures, reallocations and in general to resolve accounting issues and following up on advances.
• Resolve accounting issues with vendors, Implementing Partners and NGOs as well as UN Agency reconciliations.

Education:
• Completion of secondary level or an equivalent high school education is required;
• First level university degree in in Finance, Administration, Public Administration or Economics is preferable.
• Formal recognized certification in Finance/Accounting and/or Business Administration is an asset.

Knowledge and Experience:
• Minimum of six (6) years of working experience in finance and administration experience is required.
• Proficiency in use of spreadsheets, word processing and computerized accounting systems (preferable PeopleSoft).
• Previous experience in the application of IPSAS would be advantageous.
• Strong written and oral communications skills.
• Ability to organize effectively, work under pressure with attention to detail, precision and accuracy;
• Dedication to UN principles and demonstrated ability to work harmoniously with persons of different national background.

Required Competencies:
  i) Values: Exemplifying integrity, Demonstrating commitment to UNFPA and the UN system, Embracing cultural diversity, Embracing change

  ii) Core Competencies: Achieving results, Being accountable, Developing and applying professional expertise/business acumen, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, Communicating for impact

  iii) Required Skillset:
• Logistical support
• Managing data
• Managing documents, correspondence and reports
• Managing information and workflow
• Planning, organizing and multi-tasking
• Managing financial processes
• Proficiency in current office software applications; good basic knowledge of finances and mastery of a series of financial and spreadsheet software.

Languages: Fluency in English..