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.

**Job Purpose**

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 chart fields
- Analyze SRO accounts to ensure accuracy of the accounts
- Assist SRO in the fulfillment of its accountability obligations
- Assist in year-end closure processes

**Qualifications**

- Completion of secondary level or an equivalent high school education is required;
- First level university degree in Finance, Administration, Public Administration or Economics is preferable.
- Formal recognized certification in Finance/Accounting and/or Business Administration is an asset.
- Minimum of six (6) years of working experience in finance and administration experience is required.

**Conditions & Remuneration:** UNFPA PSRO will contract the successful candidate under an individual contract and will be responsible for the payment of fees payable according to qualification and standard terms of payment and subject to satisfactory completion of assigned outputs. Payment will be made on completion of a monthly report.

Candidates must complete a United Nations Personal History (P.11) form, together with updated Curriculum Vitae and a Cover letter. Applications without completed P.11 form will not be considered. The P.11 form as well as a complete Terms of Reference can be downloaded from the office web site [https://pacific.unfpa.org/en](https://pacific.unfpa.org/en) or a copy be obtained by sending an email to vacanciespsro@unfpa.org.

Completed applications can be emailed to vacanciespsro@unfpa.org before 5 August 2019. Only nationals of Fiji will be considered for this position.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of disabilities, HIV/AIDS and gender. UNFPA does not condone sexual exploitation and abuse.