



Programme Finance Associate

Job title:	Programme Finance Associate
Level:	G7
Position Number:	4638
Location:	Suva, Fiji
Full/Part time:	Full time
Fixed term/Temporary:	Fixed Term Appointment
Rotational/Non Rotational:	Non Rotational

The Position:

The post of Programme Finance Associate is located in Suva, Fiji as part of the UNFPA Pacific Sub-Regional Office and reports directly to the Operations/Quality Assurance Analyst and the International Operations Manager. The Programme Finance Associate delivers high quality and accurate financial and administrative services to internal and external clients mastering all relevant rules, guidelines, processes and procedures.

The Programme Finance Associate takes a client oriented, result focused approach to interpreting the rules, procedures and guidelines providing support and guidance to the SRO, country offices and UNFPA supported projects.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

The Programme Finance Associate plays a pivotal role between Programme and Operations in the design, planning and management of Country Programme, through analysis and provision of financial information, ensuring appropriate monitoring of projects and AWP, gathering of data for decision making regarding programme implementation. S/he provides support to Implementing Partners (IPs) to ensure proper compliance with audit recommendations, in accordance with established policies and procedures. The Programme Finance Associate also works in close collaboration with the Programme and Operations teams to ensure timely support to SRO on programming and financial matters.

The Primary roles are:



- Strategic programme and finance coordination and support/Programmatic and Financial environmental scanning and analysis
- Capacity Development and Networking
- Knowledge management in Finance and administration
- Financial and Administration operations and procedures guidance and support

You would be responsible for:

- Perform financial and administrative control to ensure the correct use of project budget and Annual Workplans (AWPs) monitoring allocation, verification of advances, reconciliation of accounts and actively pursuing correction and reconciliation of negative charges, when necessary;
- Review financial status for project operations and activities of AWPs including trimester financial reports (Funding Authorization and Certificate of Expenditures - FACE), and Annual Reports,
- Prepare periodic/annual financial execution reports and keep information available to donors, IPs and UNFPA. Ensure full compliance with UNFPA Programme and Finance regulations and policies.
- Facilitate for conduction of micro assessments and annual audits of IPs and follow up on findings and recommendations;
- Organize, facilitate and carry out the exercise of spot checks of IPs and follow up for completion of findings;
- Organize, facilitate and conduct capacity building trainings to UNFPA and IP personnel and ensure their capacity to smoothly deliver programme activities, including proper maintenance of books of accounts, reconciliations and timely reporting;
- Prepare reconciliations of project cash advances and financial reports/statements (FACE-to-CDR and OFA-to-FACE);
- Prepare monthly and quarterly financial accountability checklists and ensure for timely certification;
- In close collaboration with Programme Staff, evaluate AWPs activities, projects and programmes, establishing and implementing mechanisms to systematically assess the achievement of results, conducting field visits, participating in review meetings, evaluation missions and preparing regular inputs to progress reports;
- In close collaboration with Programme Staff perform financial monitoring for programmatic decisions;
- Conduct risk assessments and analyze factors affecting delivery and results achievement, and recommend corrective actions and follow up on recommendations;
- Interpret financial policies and procedures and provide guidance to all staff;
- Contribute to the strengthening and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the CO and drafting relevant materials for dissemination;
- Develop tools and mechanisms to perform an efficient and effective monitoring on program and projects budgets; coordinate compilation of financial data, detect potential over/under expenditure problems and suggest remedial action; provide accurate and updated financial information to HQ on a regular basis;
- Provide assistance to Programme team for the elaboration of AWPs, prepare tables and statistical data as needed;



- Assist the SRO in the efficient management of the SRO's financial and budgetary applications, adherence to financial controls and corporate financial policies, rules and regulations;
- Examine requests for payments and advances, Purchase Orders and Requisitions, payments and other financial/administrative processes to ensure that they are well supported, and adhere to the correct official procedures;
- Process payments in full compliance of financial rules and regulations using corporate software (Atlas), clear outstanding payments, apply deposits to the correct chart of accounts and ensure quality data in the general ledger (GL);
- Prepare financial reports including certification of balance sheet accounts for the Year End Accounts Closure within deadlines;
- Monitor the expenditure ceiling (core and non-core):
 - a) Prepare financial reports on institutional Budget and Project expenditures;
 - b) Prepare analytical reports on current, past expenditure trends and make recommendations on expenditure rates; and
 - c) Prepare monthly and quarterly financial accountability checklists.
- Monitor status of the Operating Fund Accounts(OFA) and propose action for the timely clearance of the expenditures;
- Prepare for annual audits, reconcile Combined Delivery Reports and OFA with FACE forms, and compile and hand-over documentation to the auditors in advance;
- Periodically review the previous audit findings and recommendations and ensure corrective action is taken on both external and internal audits;
- Ensure that the effective financial recording and reporting systems, internal controls and audit follow up processes of financial transactions are done in an accurate and timely manner;
- Assist the SRO in the formulation and management of the SRO Budget, control allotments, monitor expenditures, and prepare revision according to the need of the SRO;
- Review and monitor charges for common services and cost recovery taking into account maximum cost efficiency and represent UNFPA's interest in related negotiations and agreements;
- Handle petty cash; and perform Shipment Tracker role
- Perform other duties as required by the management to ensure seamless financial and administrative support to the SRO and country offices in the region.

Qualifications and Experience

Education:

- Completion of secondary level or an equivalent high school education is required;
- First level university degree in Finance, Administration, Public Administration or a related field is preferable.
- Recognized training and/or certification in Finance/Accounting and/or Business Administration is an asset.

Knowledge and Experience:

- Minimum of Seven (7) years of relevant experience in the programme/project management or financial management in the private, public sector and/or in an international organization.



- Prior work experience in providing similar support to programmes and projects within the United Nations and/or an International Organization is desired;
- Strong ability to assess needs, train and give technical assistance in a simplified manner
- Strong organizational skills;
- Demonstrated ability to work in a team environment respecting diversity of work teams and having familiarity dealing with complexities surrounding the support of development programme work
- Sound interpersonal and communication skills
- Ability to use analytical tools and logic to gather, define information, situations, problems, and draw logical conclusions to the data;
- Make timely and appropriate decisions, taking into consideration, various and complex issues.
- Computer Skills: Proficient in MS Office Packages, databases and the Internet. Ability to accurately operate computerized accounting systems

Languages:

Fluency in English is required. Fluency in local Pacific language is an advantage.

Required Competencies

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change. 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Analytical skills, • Managing data, • Managing documents, correspondence & reports, • Managing information and workflow, • Planning, organizing and multi-tasking, • Managing financial processes, • Strategically positioning UNFPA programmes, • Providing conceptual innovation to support programme effectiveness, • Generating, managing and promoting the use of knowledge and information; • Facilitating quality programmatic results
<p>Core Competencies:</p> <ul style="list-style-type: none"> • 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. 	

Compensation and Benefits



This position offers an attractive remuneration package including a competitive net salary plus health insurance, pension, dependency allowances, annual/sick leave and other benefits as applicable.

Disclaimer

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.