



Admin Finance Assistant

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| Job title: | Admin Finance Assistant |
| Level: | SB3 |
| Location: | Suva, Fiji |
| Full/Part time: | Full time |
| Fixed term/Temporary: | Service Contract |
| Rotational/Non-Rotational: | Non Rotational |

The Position:

The post of Admin Finance Assistant is located in Suva, Fiji as part of the UNFPA Pacific Sub-Regional Office and reports directly to the Operations Analyst. S/he provides financial and accounting services support to the Pacific Sub Regional Office and works in close collaboration with Admin Finance Associate and the Operations team to ensure timely support to the Country and Sub-Regional Offices on Financial and Administrative matters.

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 (2022-2025), 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 Admin Finance Assistant ensures the effective functioning of financial operations and systems in support of the programme and office management.

The primary roles are to:

- provide key support with respect to review and processing of payments, receivables & payables reconciliations and filing of financial documents
- review the financial transactions to ensure accuracy of the chart of accounts
- provide assistance in the fulfilment of accountability obligations
- provide support in the year-end closure and audit processes

You would be responsible for:

Support to the PSRO programme and office management and processing on payments

- Advise and support programme staff on appropriate coding of chart of accounts, policy application and other financial matters.



- Interpret financial policies and procedures 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 as needed.
- Review the financial documents for the release of payments. This includes processing of FACE forms and recording of expenditures submitted by implementing partners.
- Creation of required vouchers in Atlas to record quality data in the GL. Apply deposit IDs for the recognition of refunds, reimbursements, income, etc.
- Monitor PSRO Operating Fund Accounts (OFA) and propose action for the timely clearance of the expenditures.

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 PSRO financial data for accuracy and make correction of potential mistakes.

Assist PSRO in accountability obligations

- Monitor financial information integrity and completeness via the dashboard to ensure that the following elements are performed 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,

General

- Backstop for Finance/Admin Associate in his absence from the office.
- Resolve accounting issues with vendors, Implementing Partners and NGOs as well as UN Agency reconciliations.
- Perform Supplier Administrator role including vendor creation and editing in the quantum system
- Perform any other tasks or roles requested by supervisor or Senior Management

Qualifications and Experience

Education:

- Completion of secondary level or an equivalent high school education is required;
- First level university degree in Finance and Accounting or a related field is desired.
- Recognized training and/or certification in basic financial principles is an asset.

Knowledge and Experience:

- Minimum of five (5) years of relevant experience in finance and administration is required at the national or international level



- Prior work experience in providing similar support to programmes and projects within the United Nations and/or an International Organization is desired
- Proven track record in processing payments, recording of expenditures and reconciliation of accounts accurately
- Demonstrable organizational skills including working to tight deadlines and with competing priorities, ability to prioritize effectively and organize time
- Familiar in the use of computers and office software packages
- Excellent writing, communication and organization skills
- Excellent team working skills
- Good interpersonal skills
- High level of accuracy and reliability
- An efficient worker who can work under pressure

Languages:

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

Required Competencies

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| <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"> • Managing data, documents, & reports • Managing information and workflow, • Planning, organizing and multi-tasking, • Managing financial processes, • Generating, managing and promoting the use of knowledge and information; |
| <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

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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.