



## Admin Finance Associate

<b>Job title:</b>	<b>Admin Finance Associate</b>
<b>Level:</b>	<b>G6</b>
<b>Position Number:</b>	<b>15343</b>
<b>Location:</b>	<b>Suva, Fiji</b>
<b>Full/Part time:</b>	<b>Full time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed Term Appointment</b>
<b>Rotational/Non-Rotational:</b>	<b>Non Rotational</b>

### The Position:

The post of Admin Finance Associate 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 administrative services support to the Pacific Sub Regional Office and works in close collaboration with the International Operations Manager 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 Associate delivers quality financial services to internal and external clients mastering all relevant rules and procedures. S/he takes a client-oriented results-focused approach to interpreting the procedures and guidelines, providing support and guidance to the CO and UNFPA-supported projects. S/he works closely with technical, programme and operational staff to:

- Assist with financial monitoring and analysis of projects;
- Processes payments;
- Ensure compliance of travel procedures;
- Keeps updated and ensures compliance with relevant financial, admin and HR procedures

### You would be responsible for:

- Assist the Programme Finance Associate in supporting the monitoring of programme financial performance for the office by monitoring budgets and preparing necessary financial information and analysis. Process payments through PO and non-PO vouchers.



- Prepare journal entries and cash receivable vouchers making sure that appropriate chart of accounts (COAs) have been applied.
- Assist Operations Analyst with audit database and Harmonized Approach to Cash Transfer (HACT) implementation.
- Carry out reconciliations and process Funding Authorization and Certification of Expenditures (FACE) forms for projects assigned.
- Monitor status of the Operating Fund Accounts for assigned projects and propose action for the timely clearance of expenditures.
- Process payments relating to travel itineraries (including DSA). Keep record of travel advances provided to staff and counterparts; and follow up for settlement. Review financial documents to ensure full compliance of policy and procedures before making payments.
- Ensure accuracy of chart fields and help maintain an internal expenditures control system.
- Take timely corrective actions on un-posted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers; verifies bank documents, e.g. T/T.
- Work in close collaboration with the Programme Finance Associate to ensure timely and proper implementation of year-end financial closure requirements.
- Act as petty cash custodian
- Maintain proper filing system for finance records and documents
- Liaise with UNDP and banks for the timely release of funds to vendors, implementing partners, etc.
- Create and maintain systems for follow-up on payments of personal telephone bill, consultants, travel claims, vendor payments, inter-agency activities and cost-recovery.
- Review and monitor charges for common services and cost recovery including UPL/LPL prices
- Perform Shipment Tracker role including recording of all inventory transactions in the shipment tracker, upload supporting documents (receiving & inspection forms, delivery slips); assist LFP in reconciling IP inventory reports.
- 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 Business or Public Administration or a related field is desired.
- Recognized training and/or certification in basic financial principles is an asset.

### **Knowledge and Experience:**

- Minimum of Six (6) 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;
- Strong organizational, interpersonal and communication skills;
- Demonstrated ability to work in a team environment respecting diversity of work teams
- 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



**Languages:**

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

**Required Competencies**

<p><b>Values:</b></p> <ul style="list-style-type: none"><li>• Exemplifying integrity,</li><li>• Demonstrating commitment to UNFPA and the UN system,</li><li>• Embracing cultural diversity,</li><li>• Embracing change.</li></ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"><li>• Managing data, documents, &amp; reports</li><li>• Managing information and workflow,</li><li>• Planning, organizing and multi-tasking,</li><li>• Managing financial processes,</li><li>• Generating, managing and promoting the use of knowledge and information;</li></ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"><li>• Achieving results,</li><li>• Being accountable,</li><li>• Developing and applying professional expertise/business acumen,</li><li>• Thinking analytically and strategically,</li><li>• Working in teams/managing ourselves and our relationships,</li><li>• Communicating for impact.</li></ul>	

**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.