



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

Job code title:	<b>Finance Analyst</b>
Grade:	NOA
Supervisor:	Operations Specialist
Duration:	Initial period of 1 year (renewable upon satisfactory performance)

### Background

Under the direct guidance and supervision of the Operations Specialist, the Finance Analyst is responsible for effective delivery of financial services, transparent utilization of financial resources and **1<sup>st</sup> line supervision of the CO Finance Unit**. He/she analyzes and interprets the financial rules and regulations and provides solutions to a wide spectrum of complex financial issues. The Finance Analyst promotes a collaborative, client-oriented approach consistent with UNDP rules and regulations.

The Finance Analyst supervises the staff of the Finance Unit. The Finance Analyst works in close collaboration with the operations, programme and project teams in the CO, UNDP HQs staff and Government officials ensuring successful CO performance in Finance.

### Duties and Responsibilities

1. Ensures **implementation of operational strategies** focusing on achievement of the following results:
  - ❑ Full compliance with UN/UNDP rules, regulations and policies of financial activities, financial recording/reporting system and audit follow up on audit recommendations
  - ❑ Implementation of the effective internal controls, proper design and functioning of a client-oriented financial resources management system as per the revised IPSAS compliant Internal Control Framework.
  - ❑ Mapping of CO Finance business processes and elaboration/establishment of internal Standard Operating Procedures and strong supervision of the workflows in the Finance Unit in consultation with office management.
  - ❑ Continuous analysis and monitoring of the financial situation, presentation of forecasts for development and management projects.
  - ❑ Elaboration of the framework and conditions of contributions within the CO resources mobilization efforts.

<ul style="list-style-type: none"> <li>❑ Elaboration and implementation of cost saving and reduction strategies.</li> <li>❑ Routinely monitors financial exception reports for unusual activities, transactions, and investigates anomalies or unusual transactions. Informs supervisors and other UNDP staff at Headquarters of the results of the investigation when satisfactory answers are not obtained.</li> </ul>
<p>2. <b>Manages the budget of development and management projects and develops /organizes an optimal cost-recovery system</b> focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li>❑ Financial resources management through planning, guiding, controlling of the resources in accordance with UNDP rules and regulations and observing compliance to IPSAS standards.</li> <li>❑ Preparation and monitoring of budgets of management projects.</li> <li>❑ Establishment of the development projects' budgets preparation/modification monitoring system, control of budgetary status versus authorized spending limits (ASL) and budgets delivery levels.</li> <li>❑ Sending project budget to KK if authorized by the Senior Management (can be done only on the basis of signed prodocs and project budgets).</li> <li>❑ Elaboration of proper mechanisms to eliminate deficiencies in budget management.</li> <li>❑ Preparation of cost-recovery bills in Atlas for the services provided by UNDP, elaboration and implementation of the income tracking system and follow up on cost recovery.</li> </ul>
<p>3. Ensures proper <b>control of CO accounts</b> focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li>❑ Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas; payrolls are duly prepared; MPOs, travel claims and other entitlements are duly processed.</li> <li>❑ Manager level 1 approval rights in Atlas if authorized by Senior Management.</li> <li>❑ Coordination and review of accounts closure</li> <li>❑ Approval of vendors in Atlas.</li> <li>❑ Timely corrective actions on un-posted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers. Timely response to HQ requests to resolve financial data issues.</li> <li>❑ Control of the Accounts Receivables for UNDP projects and complete the necessary information in the DMS and upload information to the DMS as submit for authorization by the Approving Manager. Review ageing of contributions and other accounts receivables and follow up with partners for receipt, maintenance of the General Ledger.</li> <li>❑ Timely VAT reimbursements, payment of GLOC by the Government</li> <li>❑ Conduct monthly review and certification of receipt accruals; review ageing of outstanding pre-payments; and over-due cost-sharing and potential shortages of resources.</li> </ul>
<p>4. Ensures proper <b>CO cash management</b> focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li>❑ Timely review of cash position for local accounts to ensure sufficient funds on hand for disbursements.</li> <li>❑ Timely identification and recording of receipts for income application. <ul style="list-style-type: none"> <li>❑ Monitoring of financial exception reports for unusual activities, transactions and investigation of anomalies or unusual transactions. Provision of information to supervisors and other UNDP staff at HQ on the results of the investigation when satisfactory answers are not obtained.</li> </ul> </li> <li>❑ Daily review of zero-balance account bank statements in Atlas to monitor imprest level; identification and record of contributions.</li> </ul>

- Primary contact with local bank management on routine operational matters including negotiation of exchange rate on replenishments.
- Transaction and stop payment approval on internet banking systems
- Approval and submission of monthly UN exchange rate reports to Treasury
- Timely and accurate approval of bank reconciliation, including documented review of exceptions.
- Initiation of bank transfers and deals, selecting bank transfers and deals for approval and settlement.
- Performing Pay Cycle manager role in Atlas
- Timely preparation of monthly cash-flow forecast for use by Operations Specialist & DRR. Liaison with UN Agencies to obtain estimate of their cash requirements.
- Role as cashier for cash disbursements made on site.

5. Ensures **facilitation of knowledge building and knowledge sharing** in the CO focusing on achievement of the following results:

- Organization of trainings for the operations/ projects staff on Finance.
- Synthesis of lessons learnt and best practices in Finance.
- Sound contributions to knowledge networks and communities of practice.

## IV. Impact of Results

The key results have an impact on the overall CO efficiency in financial resources management and success in introduction and implementation of operational strategies. Accurate, thoroughly researched and documented financial information, timely and appropriate delivery of services ensure client satisfaction and enhance UNDP credibility in use of financial resources.

## Competencies and Critical Success Factors

### Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Demonstrates corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Acting as a team player and facilitating team work;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- Managing Conflict

### Functional Competencies:

#### Client Orientation

- Maintains effective client relationships
- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines;
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients;
- Responds to clients needs promptly

#### Job Knowledge/Technical Expertise

- ❑ Fundamental knowledge of accounting processes, methods, procedures and IPSAS; understands the main processes and methods of work regarding to the position;
- ❑ Possesses knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks (broad range of specialized knowledge related to financial resources management, including formulating budgets, maintaining Accounts Receivables and Accounts Payables, manage transactions, conduct financial analysis and reporting, and cost recovery)
- ❑ Identifies new and better approaches to work processes and incorporates same in own work;
- ❑ Strives to keep job knowledge up-to-date through self-directed study and other means of learning;
- ❑ Demonstrates good knowledge of Information Technology and applies it to work assignments.

#### Knowledge Management and Learning

- ❑ Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example
- ❑ Identifies and communicates opportunities to promote learning and knowledge sharing.
- ❑ Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.
- ❑ Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member;
- ❑ Informed and transparent decision making

#### Management and Leadership

- ❑ Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback
- ❑ Consistently approaches work with energy and a positive, constructive attitude
- ❑ Demonstrates good oral and written communication skills
- ❑ Demonstrates openness to change and ability to manage complexities

### **Required Skills and Experience**

Education:	<ul style="list-style-type: none"><li>• Full Accountancy Qualification from an internationally recognized institution (e.g. ACCA, CIMA, etc) or</li><li>• Specialized Certification in Accounting and Finance (e.g. AAT final) and 10 years of experience in Finance could be considered.</li><li>• University Degree in Finance, Business Administration, is desirable;</li></ul>
Experience:	<ul style="list-style-type: none"><li>• A minimum of three years of relevant experience at the national or international level.</li><li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages.</li><li>• Experience in handling of web based management systems. Work experience in an international organization/institution will be an advantage</li></ul>
Language Requirements:	Fluency in English

## VII. How to apply

Log on [www.gm.undp.org](http://www.gm.undp.org) to view a detailed job description and apply. Use the link below to access application:

[https://jobs.partneragencies.net/erecruitjobs.html?JobOpeningId=9627&hrs\\_jo\\_pst\\_seq=1&hrs\\_site\\_id=2](https://jobs.partneragencies.net/erecruitjobs.html?JobOpeningId=9627&hrs_jo_pst_seq=1&hrs_site_id=2)

**Closing date for application is 10<sup>th</sup> May, 2017. Manual applications will not be accepted and only short-listed candidates will be contacted. Qualified Female candidates are strongly encouraged to apply.**