**United Nations Population Fund**

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| **VACANCY ANNOUNCEMENT: FINANCE ASSISTANT** | **Job ID: 41456** |

CLOSING DATE: **31 March 2022**

CATEGORY / GRADE **Fixed Term Appointment** / GS-5

DUTY STATION: Tegucigalpa, Honduras

DURATION: 1 year – (Renewable subject to availability of funds and performance).

The United Nations Population Fund (UNFPA) is an international development cooperation agency that has been working in Honduras since 1996, contributing to a world where every pregnancy is wanted, every birth is safe, and every young person reaches their full potential growth.

**ORGANIZATIONAL LOCATION**

The Finance Assistant provides effective financial and administrative support services to internal and external clients, ensuring high quality, accuracy, and consistency of work. The Finance Assistant works in close collaboration with the operations and programme staff in the Country Office and UNFPA Headquarters as required to exchange information and support programme delivery. He/she will report to the Admin/Finance Associate.

**JOB PURPOSE:**

He/she will support the effectiveness of UNFPA programme activities. Possessing a depth of knowledge of UNFPA financial rules, guidelines, and processes, he/she will demonstrate a client-oriented, results-focused approach to interpreting rules, procedures and guidelines. He/she will act in an advisory manner to programme /project staff to maximize theh impact of financial resources in delivering programmes / projects.

**MAJOR ACTIVITIES / EXPECTED RESULTS:**

* Supporting the monitoring of programme financial performance by providing necessary financial information and analysis, including implementation rate against indicators/results; detecting potential over/under expenditure problems, and proposing remedial actions.
* Supporting the compilation of financial data; and regularly providing accurate, up-to-date financial information to programme staff
* Interpreting financial policies, and procedures and providing training and guidance to staff. Striving to identify innovative ways in which programme financial needs can be met within existing policies.
* Entering budget revisions and information in GPS, related to projects directly managed by the Finance Unit (General Operating Expenses - GOE)
* Supporting the implementation of the Harmonized Approach to Cash Transfer - HACT, working in close collaboration with the Admin/Finance Associate to complete spot checks and follow-ups to NEX audit recommendations
* Supporting the compilation of documents to be reviewed during remote audit and monitoring exercise.
* Processing financial transactions in an accurate and timely way, including corrective actions on up-posted vouchers, vouchers with budget check errors, match exceptions, unapproved vouchers.
* Participating in year-end in the preparation of year-end financial closure, assets and liabilities, and balance sheet statements
* Supporting the verification of cost recovery billed by UNDP, considering maximum cost efficiency.
* Managing petty cash
* Performs any other related financial/administrative duties, as may be required by the Senior Management Team.

**JOB REQUIREMENTS:**

**EDUCATION:** Completion of Secondary School Education is mandatory in business and accounting, with additional training/studies in accounting, finance, business administration or public administration. First-level university degree in Finance, Business, Public Administration, or similar discipline desirable.

**KNOWLEDGE AND EXPERIENCE:**

* Experience in financial and administrative matters with a minimun of five (5) years of relevant experience in the public or private sector.
* Ability to interpret financial rules, regulations, and procedures, and explain them clearly and concisely.
* Experience in accounting framework and systems, specifically Atlas/PeopleSoft, and proficiency in the use of spreadsheets, word processing, and computerized accounting systems
* Good writing and communication skills in English and Spanish

**LANGUAGES**: Fluency in English, knowledge of other official UN languages, preferably French and/or Spanish is desirable.

**REQUIRED COMPETENCIES:**

**Values:** (1) Exemplifying integrity; (2) Demonstrating commitment to UNFPA and the UN system; (3) Embracing cultural diversity: (4) Embracing change

**Core Competencies:** (1)Achieving results; (2) Being accountable; (3) Developing and applying professional expertise/business acumen; (4) Thinking analytically and strategically; (5) Working in teams/managing ourselves and our relationships; (6) Communicating for impact

**Functional Competencies:** (1) Providing logistical support; (2) Managing data; (3) Managing documents, correspondence and reports; (4) Managing information and work flow

**How to apply: *Candidates are invited to apply through the following link not later than 31 March 2022***

[**https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS\_HRAM.HRS\_CE.GBL?Page=HRS\_CE\_JOB\_DTL&Action=A&JobOpeningId=41456&SiteId=1&PostingSeq=1**](https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=41456&SiteId=1&PostingSeq=1)

**Please note**: Candidates that do not meet the requirements or the application is incomplete, will not be considered for the vacancy.

UNFPA provides a work environment that reflects the values of gender equality, diversity in all its forms, integrity and a healthy work-life balance. UNFPA promotes equal opportunities for all persons with disabilities. UNFPA does not solicit or require HIV/AIDS information from its employees and does not tolerate discrimination on the basis of HIV/AIDS status. There is no fee or fee that must be paid at any point in the selection process.