**United Nations Population Fund**

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| **VACANCY ANNOUNCEMENT: ADMINISTRATIVE / FINANCE ASSOCIATE** | **Job ID: 41451** |

CLOSING DATE: **31 March 2022**

CATEGORY / GRADE **Fixed Term Appointment** / GS-7

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**

Under the guidance and direct supervision of the Representative, the Administrative / Finance Associate provides leadership in the execution of financial services in the Country Office ensuring effective and transparent utilization of financial resources and integrity of financial services. The Administrative / Finance Associate promotes a client-oriented approach consistent with UNFPA rules and regulations. The Administrative / Finance Associate supervises and leads the support staff of the Finance Unit. The Administrative / Finance Associate works in close collaboration with the operations, programme, and project teams in the UNFPA Regional/Country Offices for resolving complex finance-related issues and information delivery.

**JOB PURPOSE:**

In a global organization, where many of our people are based in challenging environments, the Administrative / Finance Associate will play a vital role in ensuring the smooth running of finance and oversight functions of the office ensuring compliance with corporate policies, rules and regulations. He/she will build close relationships with internal and external stakeholders, communicating regularly to support best practices in financial management and accountability tasks. He/She will have strategic oversight of financial resources to support planning and decision making, with responsibility for assisting in developing and implementing the strategy, as well as leading others, and will also supervise and lead the support staff of the Finance Unit.

**MAJOR ACTIVITIES / EXPECTED RESULTS:**

**Administration and implementation of operational strategies adapt processes and procedures focusing on achievement of the following results:**

(1) Compliance with United Nations/UNFPA rules, regulations, and policies of financial activities, financial recording/reporting system and follow-up on audit recommendations; implementation of effective internal controls, proper functioning of a client-oriented financial resources management system; (2) Mapping of Country Office Finance business processes and elaboration of the content of internal Standard Operating Procedures in Finance in consultation with Office Management; (3) Implementation of cost-sharing and trust fund agreements, elaboration of conditions of contributions within the Country Office resource mobilization efforts; (4) Elaboration of proposals and implementation of cost-saving and reduction strategies in consultations with Office Management; (5) Presentation of financial information for the formulation of the CPD and the UNSDCF; (6) Preparing the year-end financial closure, assets and liabilities, and balance sheet statements

**Ensures administration of budgets focusing on the achievement of the following results:**

(1) Preparation and modifications of budgets for UNFPA projects, follow-up with Programme Officers and Implementing Partners (IP) for projects; (2) Implementation of the control mechanism for National Execution (NEX), NGO and UNFPA projects through monitoring budgets preparation and modifications, budgetary status versus expenditures, follow-up with UNFPA Headquarters (HQs) on NEX and Non-governmental Organization (NGO) projects; (3) Presentation of thoroughly researched information for planning of financial resources of the Country Office, reports containing analysis of the financial situation.

**Ensures accounting support focusing on the achievement of the following results:**

(1) Processing and recording the expenditure against Funding Authorization and Certificate of Expenditure (FACE) in ATLAS through Global Programming System, after ensuring the required documentation to achieve maximum recording against the country office ceiling provided by HQs; (2) Proper controlling of the supporting documents for payments, review of financial reports for NEX projects; (3) 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; travel claims and other entitlements are duly processed; (4) Coordination and review of monthly and quarterly Financial Accountability Checklists, while ensuring annual attendance to accounts closure requirements; (5) Taking 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; (6) Provision of advice on reporting, accuracy verification of Finance Reports, and follow-up. Preparation of reports including donor reports. Verification and reconciliation of various expenditures reports from the CO, HQ, and Executing Agencies; (7) Monitoring of dashboards and exceptions, identification of the remedial actions in coordination with the supervisor; (8) Maintenance of the Accounts Receivables for UNFPA projects and follow-up with UNDP on Deposit ID’s; (9) Coordination/monitoring the progress of HACT compliance of assessments, spot-checks, audits, and submission of reports to HQ on time. Follow-up on compliance reports; (10) Ensuring timely refund of VAT reimbursements.

**Ensures proper CO fund management functioning focusing on achievement of the following results:**

(1) Timely reviewing of fund position for UNFPA projects/Provincial Offices to ensure sufficient funds available for advances/reimbursements to NEX, NGO, and UNFPA projects on hand for disbursements. Timely identification and recording of receipts for income application; (2) Timely preparation of monthly cash flow forecast for Management; (3) Serve as liaison with Implementing Partners (Government and NGO), Provincial Offices/District Offices, and programme staff to obtain estimates of their cash requirements.

Shipment Tracker Focal Point, Operations Manager Team (OMT) Focal Point, and acting as alternate petty cash custodian, and Asset Management; (4)

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

(1) Organization of training for the operations/projects staff on Finance, including IPs; (2) Documentation synthesis of lessons learned and best practices in Finance; (3) Sound contributions to knowledge networks and communities of practice.

**Ensures a sound General Administration**

(1) Provides support in the planning and execution of all financial, administrative, procurement, logistics, IT & HR activities providing clear guidance on what wants to be accomplished by the CO; (2) Asses the Senior Management Team (SMT) in terms of finance, procurement, contract management, risk management for the decision-making process; (3) Ensures timely provision of goods and services for office and projects by managing the procurement process, recommending best approach, and contracting modalities, evaluating cost-effectiveness, and providing support in negotiating agreements; (4) Reviews procurement requisitions and PO related to commodities and take necessary actions to ensure procurement procedures are applied for all UNFPA executed service contracts awarded under the country programme through coordinating with country office/NGOs and Procurement Services Branch; (5) Supports the recruitment and selection process applying best practice HR tools and mechanisms, advises and briefs managers and project personnel on different types of contracting modalities, HR policies, and benefits, coordinates the PAD process, and advises on performance issues for GS support staff under his/her responsibility; (6) Monitors staffing table, etc; monitor and obtain authorized post ceilings and post number; and maintain a list of staff charged to the funds managed by CO; (7) Provides for absences and leave monitoring within and out of the ATLAS system, act as Focal Point for absence processor in HRMS.

Supervise the Procurement Focal Point, Finance Assistant, Administrative Assistants, and Drivers.

**Carry out any other duties as may be required by UNFPA Representative.**

**JOB REQUIREMENTS:**

**EDUCATION:** Completion of Secondary School Education is mandatory. First Level Degree in areas of business administration, public administration, finance, information technology, economics, or related discipline is preferable.

**KNOWLEDGE AND EXPERIENCE:** (1) Experience in finance-related matters with a minimum of seven (7) years of relevant experience; (2) Proficiency in current office software applications; (3) Advanced knowledge of spreadsheets, especially Excel, and Google Sheets preferable; (4) Prior experience in working with ERP systems (preferably PeopleSoft / Oracle) is an advantage; (5) Excellent organization skills, attention to detail, precision, and accuracy; (6) Proficiency in the use of spreadsheets, word processing, and computerized accounting systems; (7) Ability to formulate business requirements into logical system specifications; (8) Must be able to work in harmony across teams, both internally and externally; (9) UN common system experience is desirable.

**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; (5) Planning, organising and multitasking

**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=41451&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=41451&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.