



Finance Assistant (TA)

Job title:	Finance Assistant
Level:	GS-5
Position Number:	00158686
Location:	Ulaanbaatar, Mongolia
Full/Part time:	Full-Time
Fixed term/Temporary:	Temporary Appointment
Rotational/Non-Rotational:	Non-Rotational
Duration:	214 days

The Position:

The Finance Assistant delivers quality financial services to internal and external clients mastering all relevant rules, guidelines, processes and procedure. Under overall guidance of Operations Analyst, you will be directly reporting to Finance Associate.

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 strategic plan), 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:

You support the effective management of UNFPA programme activities in the areas of sexual reproductive health and rights, adolescents and youth and gender equality and women's empowerment.

You will demonstrate a client-oriented, results-focused approach to interpreting the rules, procedures and guidelines in relation to finance and administration while providing support and guidance to the Country Office (CO).

You would be responsible for:

- Support the Finance Associate in monitoring of programme financial performance for tall core and non-core resources by providing timely and accurate financial information.
- Perform analysis and processing of all payments relating to office financial transactions while ensuring compliance with policies, procedures, and internal control.
- Prepare and accurately maintain CO financial records in a transparent and audible manner as prescribed by UNFPA Financial Rules. Regulations, Policies and strategies.
- Processing of disbursement and recording of expenditure reports from implementing partners and follow-up on the recording of refund through Accounts Receivables.
- Reconciliation of cash disbursement in line with Management of Cash Disbursement.
- Custodian of petty cash with the responsibility of ensuring full compliance with UNFPA's Petty Cash Policy.
- Support the Finance Associate in monthly VAT reporting and reconciliation.
- Plan, organize and manage own workload to ensure your contribution to the country office financial reporting process is achieved in a timely and accurate manner.
- Ensure swift processing of payment requests and timely notifications to vendors, including the necessary follow up with UNDP Finance to avoid delays.
- Participate in HACT spot checks and also carry out reconciliation of Support Costs paid to IPs to ensure compliance with guidelines and identify inclusion of indirect costs in IP expenditure reports.
- Assist with the planning, monitoring and timely implementation of year-end financial closure procedures.
- Work closely with country office team members to ensure smooth operations of all financial matters. Provides financial support and guidance to programme team members.
- Assist Operational Review of donor funded projects.
- Perform any other duties as assigned by UNFPA management team.

Qualifications and Experience:

Education:

Completed Secondary Level Education required. First level university degree in Finance/Accounting or Commerce is preferred.

Knowledge and Experience:

- 5 years of relevant experience in administration, finance or office management;
- Excellent computer literacy and knowledge of modern business applications;
- Knowledge and understanding of finance and administrative best practices and procedures and main office software applications
- Experience with the UN agencies is an asset

Languages:

Fluency in English and Mongolian language is required.

Required Competencies:

Values: <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change	Functional Competencies: <ul style="list-style-type: none">• Managing organization's financial resources• Providing logistical support• Managing data, documents, correspondence and reports• Managing information and workflow• Planning, organising and multitasking• Supporting financial data analysis
Core Competencies: <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 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.