



Finance Associate

Job title:	Finance Associate
Level:	GS-7
Position Number:	00005351
Location:	Ulaanbaatar, Mongolia
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non-Rotational:	Non-Rotational
Duration:	One year with possible extension subject to performance

The Position:

The Finance Associate delivers effective financial advice and services to internal and external clients, providing finance related guidance to both Country Office (CO) and UNFPA supported projects.

You will report to the Operations Analyst.

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 (2018-2021), 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 population and development, reproductive health and gender.

You provide leadership in execution of financial services in the Country Office (CO) ensuring effective and transparent utilization of financial resources and integrity of financial services, mastering all relevant rules, guidelines, processes and procedures. You take a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing accounting and administrative support and guidance to the CO and implementing partners.

The Primary roles are:



- Strategic programme and finance coordination and support/Programmatic and financial environmental scanning and analysis
- Capacity Development and Networking
- Knowledge management in Finance and Project Budgeting
- Providing Financial/Budgeting operations and procedures guidance and support

You would be responsible for:

- Ensuring proper functioning of a client-oriented financial resources management system. Providing accounting and budgeting support in the monitoring of programme financial performance for all core and non-core resources by providing necessary financial information and analysis, including implementation rate against indicators/results. Detecting potential over/ under expenditure problems and proposes remedial action.
- Taking a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing accounting and budgeting support and guidance to the CO and implementing partners.
- Developing tools and mechanisms for effective and efficient monitoring of programme and project budgets, coordinating compilation of financial data and providing accurate and up-dated financial information to HQ/RO on a continuous basis.
- Providing support in the management of the Country Office budget formulation, controlling allotments, monitoring expenditures, and preparing revisions according to the needs of the Country Office.
- Performing financial monitoring for programmatic decisions. Preparing financial reports on institutional Budget and Project expenditures and analytical reports on current, past expenditure trends and make recommendations on expenditure rates; and monitoring status of the Operating Fund Accounts (OFA) and proposing action for the timely clearance of the expenditures.
- Conducting risk assessments and analyzing factors affecting delivery and results achievement, and recommending corrective actions and follow up on recommendations.
- Maintaining an effective financial recording and reporting system in full compliance with UNFPA rules, regulations and policies, processing financial transactions in accurate and timely manner. Implementing internal controls for CO and programme operations in efficient and effective way.
- Preparing draft plans for NEX/HACT assurance activities, including micro assessments, spot checks and audits, and supporting in the implementation of these plans once approved. Periodically reviewing the previous audit findings and recommendations and ensuring corrective action is taken on both NEX/HACT and OAS internal audits.



- Ensuring facilitation of knowledge building and knowledge sharing for both CO and Implementing Partner agencies staff organizing trainings on financial management and financial reporting, including the NEX/HACT financial statements. Contributing to

knowledge networks and communities of practices synthesizing lessons learnt and best practices in financial management.

- Substantively contributing to and implementing CO cost saving and cost reduction strategies. Mapping CO finance business processes and proposing fine-tunes in the internal Standard Operating Procedures in finance, ensuring the proper balance between effectiveness and the control elements.
- Reviewing and monitoring charges for common services and cost recovery taking into account maximum cost efficiency and representing UNFPA's interests in related negotiations and agreements.
- Ensuring proper CO cash management functioning in liaison with local UNDP Finance Unit preparing monthly cash-flow forecast for both CO and programme operations, acting as cashier for cash disbursements made on site, and creating bank transfers for settlements.
- Examining requests for payments and advances, Purchase Orders and Requisitions, payments and other financial/administrative processes to ensure that they are well supported, and adheres to the proper procedures.
- Assisting in process of payments, clearance of outstanding payments for the Year End Accounts Closure, process balance sheet accounts and reports (Financial data accuracy in Atlas, COGNOS).
- Performing other duties as required by the management to ensure seamless financial and administrative support to the country office.

Qualifications and Experience:

Education:

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

Knowledge and Experience:

- Minimum seven years of relevant experience in administration, finance or office management.
- Knowledge and understanding of finance and administrative best practices and procedures.
- Proficiency in current office software applications and corporate IT systems.
- Experience with the UN agencies is an asset



Languages:

Fluency in English and Mongolian is required.

Required Competencies:

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