From: Vacancy [vacancy@unfpa.org]
Sent: Thursday, December 27, 2012 4:03 PM
To: allunfpastaff@unfpa.org; HRoutreach.group@unfpa.org
Subject: Vacancy Announcement Job ID 2167 Finance Associate, ICS-6, New York, FB/DMS

We are pleased to advertise the following vacancy:

JOB ID NO.:	2167
CLOSING DATE:	14 January 2013, 5:00 p.m. New York time
POST TITLE:	Finance Associate
CATEGORY:	ICS-6 (G-6)
POST NUMBER:	00026811
POST TYPE:	Non-rotational
DUTY STATION:	New York
DURATION:	One year (renewable)[i]
ORGANIZATIONAL UNIT:	Finance Branch, Division for Management Services (FB/DMS)

ORGANIZATIONAL UNIT

The Finance Associate post is located in the Finance Branch (FB), Division of Management Services (DMS), and reports to a Finance Specialist (P4) in the Accounts Section. The Finance Branch is responsible for global finance, including budgets, accounting and treasury services as well as initiating improvement efforts in areas of financial operations.

DUTIES AND RESPONSIBILITIES

Advisory support to Field Offices

Advise and support UNFPA staff in FO-s on the issues of accounting, policy application and other financial matters including the following:

- Monitor and analyze CO Operating Fund Account (OFA) Balances; identify and support resolution of exceptions such as aged balances, negative OFA, data entry errors, etc; assist in reconciliation of corporate OFA accounts on periodic basis;
- Perform financial closure of operationally completed projects after having ensured that project closure requirements have been met;

- Clear adjustments requested to be made thru General Ledger Journal Entries (GLJE-s) prior to pass them for approval;
- Provide training to CO finance assistants on application of financial policy, Atlas use and Excel.

Analysis of accounts

Analyze FO trial balance and review FO expenses and balance sheet accounts to ensure accuracy of the accounts;

- Analyze and clean FO balance sheet accounts;
- Review accounting transactions to ensure compliance with policies and procedures;
- Review CO trial balance for reasonableness and advise COs of potential mistakes;
- Provide guidance to FO-s on proper use and best application of various reporting tools for different purposes such as monitoring of expenditures and clearance of balance sheet accounts, etc.

Assist CO in accountability obligations

Monitor financial information integrity and completeness via the dashboard and other tools and follow up with COs to ensure the following are performed to allow for monthly closures:

- o vouchers are posted,
- o charges to incorrect accounts are corrected,
- o purchase orders and requisitions are not excessively aged,
- o petty cash is properly processed,
- o staff advances are properly accounted for and collected upon.

Assist in year-end closure process

Prepare financial analysis as requested. This can include, but is not limited to:

- Preparation of reconciliation and aging for selection of balance sheet accounts;
- Creation of general ledger journal entries, and
- Research of anomalies and follow up with respective user.

General

- Promote continuous improvement and harmonization of business processes; assist in developing new and improve existing policy guidance documents, monitoring tools and reports.
- Perform activities that may be assigned from time to time to ensure the success of the working team.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

- Completion of secondary education
- 6 years finance-related work experience - accounts receivable, accounts payable, general ledger maintenance, etc. Experience in the application of IPSAS or IFRS would be advantageous
- Proficiency in use of spreadsheets, word processing and computerized accounting systems (preferable PeopleSoft).
- Successful completion of UN accounting test
- Strong written and oral communications skills.
- Ability to organize effectively, work under pressure with attention to detail, precision and accuracy
- Dedication to UN principles and demonstrated ability to work harmoniously with persons of different national background.
- English is required. Knowledge of a second UN language, such as French or Spanish, is desirable.

Required Competencies:

Core Competencies

- Values/Guiding Principles;
- Performance Management;
- Developing People/Coaching and Mentoring & Fostering Innovation and Empowerment;
- Working in Teams;
- Self-Management/Emotional Intelligence;
- Communication;
- Appropriate and Transparent Decision Making;
- Analytical and Strategic Thinking and Results Orientation/Commitment to Excellence;
- Knowledge Sharing/Continuous Learning

Functional Competencies

- Logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and workflow
- Planning, organizing and multi-tasking
- Job knowledge

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

We offer an attractive remuneration package commensurate with the level of the position.

SPECIAL NOTE:

Please note that applicants applying for UNFPA General Service posts located in New York must have a valid G-4 visa or U.S. Permanent Residency or U.S. Citizenship. Applicants must pass the UN Clerical Test and, when applicable, the UN Accounting Test in order to be eligible to be appointed against the post. We will only be able to respond to those applicants in whom UNFPA has a further interest.

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HOW TO APPLY:

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy.
Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at
http://www.unfpa.org/employment/vacancy.htm

Please print out the Guide for your reference during the registration and application process.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

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[i] No expectancy of renewal in accordance with UN Staff Regulation 4.5