

Finance Analyst - Job Description

The Position:

The Finance Analyst is responsible for effective delivery of financial services, transparent utilization of financial resources and management of the Country Office finance unit. The Finance Analyst analyses and interprets the financial rules and regulations and provides solutions to a wide spectrum of complex financial issues. The Finance Analyst promotes a collaborative, client-oriented approach consistent with UN/UNFPA rules and regulations. The Finance Analyst supervises and leads the staff of the Finance Unit and works in close collaboration with the operations, programme and project teams in the CO and with UNFPA HQs staff and Government officials ensuring successful CO performance in Finance.

You will report directly to the Operations Manager.

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 (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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:

The Finance Analyst is responsible for effective delivery of financial services, transparent utilization of financial resources and management of the CO Finance Unit. S/He analyzes and interprets the financial rules and regulations and provides solutions to a wide spectrum of complex financial issues. The Finance Analyst promotes a collaborative, client-oriented approach consistent with UNFPA rules and regulations. The Finance Analyst supervises and leads staff in the Finance unit. S/He works in close collaboration with the operations, programme and project teams in the Country Office (CO) and with UNFPA HQs staff and Implementing partners ensuring successful Country Office (CO) performance in Finance. The Finance Analyst actively participates in local inter-agency coordination to ensure UNFPA's needs in common systems and service issues are met. External partners include other UN agencies, the UN Country Team, vendors, and other non-UN partners that are essential to the work of the Operations Office.

You would be responsible for:

A) Effective and accurate financial resources management and oversight:

- Financial resources management through planning, guiding, controlling of the resources in accordance with UNFPA rules and regulations;
- Contribution in the preparation and monitoring of budgets of management projects;
- Establishment of the development projects' budgets preparation/modification monitoring system, control of budgetary status versus authorized spending limits and budgets delivery levels;

- Elaboration of proper mechanisms to eliminate deficiencies in budget management;
- Processing of cost-recovery bills in Quantum for the services provided by UNDP;
- Carry out financial analysis and ensure oversight of all resources managed by the CO and provision of high-quality professional advice to the CO management;
- Supervise timely production of accurate donor reports;
- Undertake continuous analysis and monitoring of the CO's financial situation, and preparation of regular updates on the status of financial resources;
- Ensure full compliance, of financial activities, financial recording/reporting systems with UNFPA's rules, regulations, policies and strategies; proper design and functioning of the financial resources management;
- Continuous analysis and monitoring of the financial situation, presentation of forecasts for development and management projects;
- Implement effective internal controls;
- Serve as focal point for HACT activities: audits, both NEX, DEX and or management, including coordination of audit visits, organization of spot checks, training and support to staff and Implementing Partners, coordination of responses to audit/spot check observations, follow on implementation of the recommendations, maintenance of IPAS, etc.

B) Implementation of operational and financial management strategies, processes and procedures to maximize effectiveness and efficiency:

- Full compliance of financial activities, financial recording/reporting system and audit follow up with UN/UNFPA rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of the financial resources management system;
- Conduct CO finance business processes mapping and elaboration/establishment of internal Standard Operating Procedures in Finance, control of the workflows in the Finance Unit;
- Continuous analysis and monitoring of the financial situation, presentation of forecasts for development and management projects;
- Elaboration of the framework and conditions of contributions within the CO resources mobilization efforts;
- Elaboration and implementation of cost saving and reduction strategies;
- Routinely monitors financial exception reports for unusual activities, transactions, and investigates anomalies or unusual transactions. Informs supervisors and other UNFPA staff at Headquarters of the results of the investigation when satisfactory answers are not obtained;
- Supervise delivery of effective and efficient financial services to UNFPA's staff and clients (payments, reimbursements, travel processing , reversals, petty cash, etc.);
- Establish internal expenditures' control system which ensures that all transactions are duly authorized; invoices(payments) are matched and posted; payrolls are posted; travel claims and other entitlements are duly processed; receipting of goods and services and establishment of accruals are properly done in compliance with IPSAS and UNFPA rules, policies and procedures;
- Routinely monitors through dashboard and other in house-built systems (power BI, etc) financial exception reports for unusual activities, transactions, and investigates anomalies or unusual transactions. Informs supervisors and other UNDP staff at Headquarters of the results of the investigation when satisfactory answers are not obtained;
- Facilitate effective budget management of office resources; elaborate proper mechanisms to eliminate deficiencies in budget management;
- Supervise members of Finance team; manage workflow in the unit, serve as a coach and mentor to the members of the Finance team;
- Backstop Operations Manager at the time of his/her absence.

C) Proper control of CO accounts:

- Build systems and procedures to ensure proper use and regular reconciliation of balance sheet accounts; organize timely collection of receivables and settlement of liabilities;
- Ensure oversight of Operating Fund Account (OFA); ensure full compliance of CO transactions with OFA policy; overview regular reconciliations of OFA accounts;
- Coordinate financial closure activities and submission of all due certifications to HQ; overview preparation of monthly, quarterly and annual accountability checklists;
- Ensure correct coding of all CO transactions by chart of account elements including oversight over correct use of account and implementing agency codes;
- Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers;
- Control of the Accounts Receivables and maintenance of the General Ledger.

- Elaboration of the framework and conditions of contributions within the CO resources mobilization efforts;
- Elaboration and implementation of cost recovery, saving and reduction strategies;

D) Proper CO cash management:

- Timely review cash disbursement management process to ensure that program needs are met and policy complied with in terms of disbursement, reporting and reconciliation;
- Timely identification and recording of receipts for income application;
- Monitoring of financial exception reports for unusual activities, transactions and investigation of anomalies or unusual transactions;
- Provision of information to supervisors and other UNFPA staff at HQ on the results of the investigation when satisfactory answers are not obtained;
- Primary contact with the Payment Service Provider management on routine operational matters including negotiation of rate on transactions;
- Timely preparation of cash flow forecast for use by Operations Manager and Programme Specialists;
- Liaison with programme units to obtain estimate of their cash requirements;
- Role as cashier for cash disbursements made on site.

E) Knowledge building and sharing:

- Organization of trainings in relation to financial management provided, including webinars from headquarters trainings for the operations-programme staff/IPs;
- Synthesis of lessons learned and best practices in Finance;
- Compile and process information from donors, CO, and programme team, as inputs to various databases and documents;
- Prepare drafts for cost sharing agreements including conditions of contributions within resource mobilization efforts, adhering to standard agreements where possible;
- Collect and compile lessons learned and best practices in financial management and services; and disseminate to clients and stakeholders as appropriate to build capacity and knowledge;
- Substantive contribution to OMT and other relevant interagency working groups and management innovations to ensure UNFPA's issues and concerns are represented including in BOS;
- Supervise and guide staff and personnel under responsibility, as applicable, provide technical guidance and monitor performance to ensure delivery of results according to plans and standards of accountability and performance;
- Sound contributions to knowledge networks and communities of practice.

Perform any other duties as may be assigned by the management of the Country Office.

Qualifications and Experience:

Education:

Advanced (Masters) University Degree or equivalent in Finance/Accounting, Business or Public Administration, from an internationally recognized university or institute of accountancy.

Knowledge and Experience:

- Two years of relevant experience in providing financial management services and operational systems
- Advance knowledge of spreadsheet and database packages, experience in handling of web based management systems and ERP financials,
- Previous experience with a multilateral or international organization, notably with UN/UNFPA is highly desirable.

Languages:

Fluency in oral and written English and Arabic (knowledge of Hebrew is a merit).

Required Competencies:

Values:

- Exemplifying integrity,

- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

Core Competencies:

- 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

Functional Competencies:

- Business acumen
- Implementing management systems
- Innovation and marketing of new approaches
- Client orientation
- Organizational awareness

Managerial Competencies (if applicable):

- Providing strategic focus,
- Engaging in internal/external partners and stakeholders,
- Leading, developing and empowering people, creating a culture of performance
- Making decisions and exercising judgment

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click [here](#) to learn more.

Disclaimer:

Selection and appointment may be subject to background and reference checks, medical clearance, visa issuance and other administrative requirements.

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

Applicants for positions in the international Professional and higher categories, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.