

Vacancy Announcement

Job Description

Finance Associate, G6 -FTA, Jerusalem

Job Description

The Position:

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 Manager/ Operations Specialist and in close cooperation with the UNFPA team based in Jerusalem and Gaza. You may supervise administrative and clerical staff at the CO.

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:

You will support the effective management of UNFPA programme activities in the areas of population and development, reproductive health and gender.

Possessing a depth of knowledge of UNFPA financial rules, guidelines, and processes, you will demonstrate a client-oriented, results-focused approach to interpreting rules, procedures and guidelines. You will act in an advisory manner to programme / project staff, to maximize the impact of financial resources in delivering programme/projects.

You would be responsible for:

- Prepares and monitors the administrative budget and ensures that financial transactions are in accordance with UNFPA financial rules and procedures. Proposes procedures to improve internal controls and efficiency and responds to audit issues. Implements corporate systems and applications in support of finance and country office operation; creates systems and mechanisms for effective management of UNFPA resources required for NEX, and advises and trains project staff in NEX procedures. Maintains continuous and accurate/up-dated flow of information between Country Office and HQ. Reviews and prepares material for common system activities relating to common services and premises, cost recovery, entitlement and salary surveys, etc and represents UNFPA in related inter-agency meetings and working groups in the absence of supervisor. Supporting 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 proposing remedial action.
- Developing effective mechanisms for monitoring programme and project budgets; coordinating compilation of financial data; and regularly providing accurate, up to date financial information to HQ and regional offices.
- Interpreting financial policies and procedures and providing training and guidance to staff and project managers. Striving to identify innovative ways in which programme financial needs can be met within existing policies.
- Assisting in the management of the CO budget, by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions as required.
- Maintaining an effective financial recording and reporting system, internal control and audit follow-up; and processing financial transactions in an accurate and timely way.
- Reviewing and monitoring charges for common services and cost recovery, taking into account maximum cost efficiency; representing UNFPA's interests in financial negotiations and agreements.
- Draft HACT assurance plan activities and follow up on its implementation in close coordination with other UN agencies.
- Reviewing and recording travel entitlements and settlement of Travel Claims for official travel in line with policy

Qualifications and Experience:

Completed Secondary Level Education required. First level university degree in Finance, Business, Administration or similar discipline desirable.

Knowledge and Experience:

- Secondary school with 6 years with of relevant experience in the public or private sector, preferably with the UN system
- Proficiency in current office software applications, web-based management, and ERP financial systems.

Languages:

Fluency in oral and written English and Arabic

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,

Functional Competencies:

- Managing the organization's financial resources
- Providing procurement services
- Ensuring facilities and assets management

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.