



## JOB DESCRIPTION

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|---------------------------|---|---------------------|
| Official Job Title:       | Finance Associate   | Duty: Amman         |
| Grade (Classified)        | GS-6  | CCOG:               |
| Post Number:              | 114310  |                     |
| Post Type:                | Fixed – term <input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational |                     |
| Classification Authority: |   | Date: February 2017 |

### 1. Organizational Location

The Finance Associate is located in UNFPA Jordan Country Office (CO) in Amman and reports to the Operations Manager. S/he is under the overall guidance of the Representative and direct supervision of Operations Manager.

### 2. Job Purpose

The Finance Associate ensures the effective functioning of financial operations and systems in support of the programme and office management; delivers quality financial services to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he works closely with Operations Manager, Humanitarian Coordinator and programme staff providing financial monitoring and analysis of projects and advising managers on expenditure trends and implementation rates. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the CO (regular and humanitarian programmes) and UNFPA-supported projects. In addition, S/he coordinates with Brussels Office (BO) on EU\_ECHO financial reports prior to its finalization.

### 3. Major Activities/Expected Results

#### Budget Planning and Management:

- Reviews and analyses data with respect to the finalization of budget proposals and performance reports for field missions and EU/ECHO agreements.
- Provides guidance to field managers with respect to the elaboration of resource requirements for budget proposals and performance reports including on financial regulations and rules, budget policies and procedure.
- Participates in programme and office budget distribution ensuring that common

support costs/cost recovery and relevant estimates are correctly apportioned between all financial resources including RR and OR

- Participates meetings related to Common Services and follow up on related action items.

#### **Financial Transactions/Payments:**

- Ensures timely processing of National Execution (NEX) advances to partners and liquidation of advances for all project components (PD, GBV/RH and youth) under RR and OR. Revision of overspending/underspending, including proper filing of signed FACE forms as well as availing signed copies to partners. Timely processing of support cost for these IPs.
- Performs monthly payroll reconciliation and follow up with UNDP for other open item accounts like bus deductions to ensure timely corrective action and maintenance of proper records of these reports.
- Ensures the effective financial recording and reporting system, internal control and audit follow-up and processes financial transactions in an accurate and timely way;
- Processing of payment invoices; POs; contracts; agreements and follow-up on reporting.
- Reviews and analyses data with respect to the finalization of budget proposals and performance reports for field missions. Provides guidance to field managers with respect to the elaboration of resource requirements for budget proposals and performance reports including on financial regulations and rules, budget policies and procedure.
- Reviews/reconciles suspense account and ensure proper clearance procedures have been followed. Reviews payments to staff and vendors for goods and services, including checking payments for accuracy and correcting any discrepancies. • Enter the obligations to be raised and approved
- Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained. Monitors that proposed obligations or disbursements for services, supplies and equipment, as well as those pertaining to personnel, are in accordance with UN Financial Regulations and Rules. Review/reconcile suspense account and ensure proper clearance procedures have been followed.
- Ensures completion of monthly closure of financial transaction and follow-up with finance/budget sections at HQ

#### **Financial Reporting and Analysis:**

- Produces and analyses major/complex financial reports for management purposes.
- Completes adherence to monthly and year-end closures of transactions and regular monitoring of ATLAS AP dashboard
- Participates in HACT, including spot checks and IPs assessment 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.

- Reviews and monitors charges for common services and cost recovery taking into account maximum cost efficiency and represents UNFPA's interests in related negotiations and agreements; including verification and processing of UNDP cost recovery payments.
- Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.
- Monitors that proposed obligations or disbursements for services, supplies and equipment, as well as those pertaining to personnel, are in accordance with UN Financial Regulations and Rules.
- Supports the monitoring of financial data quality dashboard to ensure timely corrective actions are reflected and responses given to Country Office and/or HQ; including timely processing of accountability monthly checklists.
- Interprets financial and administrative policies and procedures particularly relating to Direct Execution and National Execution and applies these in all financial processes.
- Performs other financial management tasks as required.

#### **4. Work Relations**

The Finance Associate maintains collaborative relationships with all programme and project staff at the CO. Internal contacts include operations manager, top management, Operations and program staff.

#### **5. Job Requirements**

##### **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 Skill Set**

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

**Education:**

- Secondary Education. Bachelor degree in accounting, finance, economics or equivalent professional qualifications is desirable.

**Knowledge and Experience:**

- Six years of relevant experience is required in finance, accounts' management, risk/ assurances and office management, finance/accounting advanced courses is also desirable
- Proficiency in current office software applications and corporate IT financial systems.
- Excellent drafting and communication skills;

**Language:**

Fluency in Arabic and English Languages.

UNFPA provides a work environment that reflects the values of gender quality, 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.

**How to Apply:**

Interested Applicants of Jordanian nationality are advised to complete their Personal History Form (P11), which can be downloaded from <http://jordan.unfpa.org> website (**only P11 Form will be considered**). Kindly forward your completed P11 along with a copy of your academic qualifications certificate to the email address [vacancy@unfpa-jordan.org](mailto:vacancy@unfpa-jordan.org) indicating the ***Vacancy Number and the Job Title*** in the e-mail's subject, before the deadline of **10 April 2017**.

Candidates who are seriously being considered will be contacted for an interview.