

TERMS OF REFERENCE FO THE FINANCE ASSOCIATE

Position Number	:	32728
Post Title	:	Finance Associate
Grade (classification)	:	G6
Contract Type	:	Fixed Term Appointment (FTA)
Duty Station	:	UNFPA Country Office, Kigali- Rwanda
Post Type	:	Non-rotational
Nationality	:	Rwandan
Duration	:	one year renewable ¹
Closing date	:	August 1 st , 2016

A. Duties and responsibilities

Under the general supervision of the UNFPA Representative and the direct supervision of the Operations Manager (OM), the Finance Associate delivers quality financial services to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the CO and UNFPA-supported projects.

S/he will support the operations unit in improving office accountability for achieving results, ensuring that Office Budget is managed in accordance with budgetary demands; payments are processed and reported in a timely and efficient manner and ATLAS processes established and data available.

More specifically, s/he will perform the following tasks:

1. Follow up on the utilization of the programme and administrative (BSB) budgets
2. Utilize ATLAS to process payments in an accurate and timely way and run reports to effectively monitor both programme and administrative budgets
3. Support the management of the Country Office in elaboration and revision of budgets
4. Interpret financial procedures of the National Execution (NEX), operate fund release to project accounts and ensure timely accurate recording of projects expenditures in ATLAS
5. Ensure follow up of Operating Fund Accounts (OFAs) and immediate reporting of pending issues to the OM
6. Assist finance staff of the Implementing Partners to interpret UNFPA finance procedures within the National Execution
7. Follow up of the implementation of the NEX audit recommendations action plan
8. Perform the role of UNFPA focal point for the Harmonized Framework for Cash Transfers(HACT)
9. Collate, prepare and ensure adequate filing of all documentation related to payment
10. Manage the petty cash
11. Represent UNFPA in the inter agency meetings in particular the HACT working group
12. Perform any other task assigned by the supervisor

B. Core Competences

- Values, Integrity and commitments to UNFPA mission: s/he will act in conformity with UN/UNFPA values and will be responsible for actions initiated by her/him, and will show personal commitment towards UNFPA objectives vision

¹ No expectancy of renewal in accordance with UN staff regulation 4.5

- Knowledge exchange/continued training: responsible for her/his personal training, career development and search for opportunities to train her/himself through formal and informal channels
- Diversity: show international perspective, appreciate differences in values and learn from cultural diversities
- Team work: Able to work as a team in collaboration with her/his colleagues within and outside UNFPA to fulfill the same aims and shared objectives
- Communications: demonstrate fluency in transmitting oral and written information

C. Functional competences

- The candidate should have a business sense
- Should have experience in the implementation of the modern management system
- Should possess customer service skills
- Should be a person of integrity and should be able to respect diversity
- Should possess skills in managing human relationships
- Should possess communication skills
- Should have analytical skills and also should be a result oriented person

D. Qualifications

- The candidate should have at least a degree in Finance, accounting, Management Studies, Public Administration, Economics or any other related field.
- The candidate should have at least three years of relevant experience
- Working experience with a UN agency will be an asset
- The candidate should be fluent in English with a working knowledge of French.

E. How to Apply:

- Submit applications (a) cover letter (not more than one page specifying the motivation for application, (b) updated CV and **Personal History Form (P11)** available at <http://www.unfpa.org/resources/p11-un-personal-history-form> and c) copies of degrees and other academic credentials. Only short listed candidates will be contacted.
- Please address your application to; UNFPA Representative, P.O Box: 6119, Kigali, Aurore Building, Umuganda avenue, Kacyiru. The deadline for submission is **1st august 2016 by 5PM (Kigali Time)**.

Notice:

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

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.