



## JOB DESCRIPTION

<b>Official Job Title:</b>	<b>Programme Finance Associate Jamaica</b>	<b>Duty Station: SROC</b>
<b>Grade (Classified)</b>	<b>GS-6</b>	<b>CCOG: 2.A.01</b>
<b>Post Number:</b>	<b>00042697</b>	
<b>Post Type:</b>	<input type="checkbox"/> <b>Rotational</b> <input checked="" type="checkbox"/> <b>Non-Rotational</b>	
<b>Classification Authority:</b>		<b>Deadline Date: July 10, 2016</b>

### 1. Organizational Location

The Programme Finance Associate is located in the SROC Jamaica and reports to the International Operations Manager.

### 2. Job Purpose

The Programme 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 SRO and UNFPA Liaison Offices in the Sub-Region..

### 3. Major Activities/Expected Results

- Supports 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. Detects potential over/under expenditure problems and proposes remedial action.
- Develops tools and mechanisms for effective and efficient monitoring of programme and project budgets, coordinates compilation of financial data and provides accurate and up-dated financial information to HQ/RO on a continuous basis.
- Interprets financial policies and procedures and provides guidance and training to staff and project managers. Strives to identify ways in which programme financial needs can be met within existing policies.
- Assists in the management of the SRO budget by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions according to the needs of the SRO and its Liaison Offices.

- Ensure timely and efficient support to office administration tasks including payment of vouchers, bills, travel tickets, and other related duties. Maintains Petty cash and effects payments when authorized by the appropriate official of the SRO. Keeps in safe and secure place all petty cash payment documents.
- Serves as a responsible focal person for liaising with Travel Agents and ensures that all UNFPA commitments for the issuance of air travel tickets are channeled through him/her. Performs periodic reconciliation of Credit purchases of air tickets and ensures timely processing of payment transactions.
- Provide quality assurance on supporting documents for payments; ensuring payment processes are completed according to UNFPA policies and procedures and authorization of payments are in line with the Internal Control Framework.
- Contribute to the timely completion of monthly and quarterly accountability checklist and ensure that all pending items as listed in the checklist are cleared in due course and certified on a monthly basis.
- Maintains an effective financial recording and reporting system, internal control and audit follow-up, and processes financial transactions in an accurate and timely way.
- 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.
- Performs other related operations and programme support activities as assigned by his/her supervisor.

#### 4. Work Relations

Internal contacts include the International Operations Manager and the Operations team, the Liaison Office staff, and the SROC's programme/ technical team.

#### 5. Job Requirements

##### **Education:**

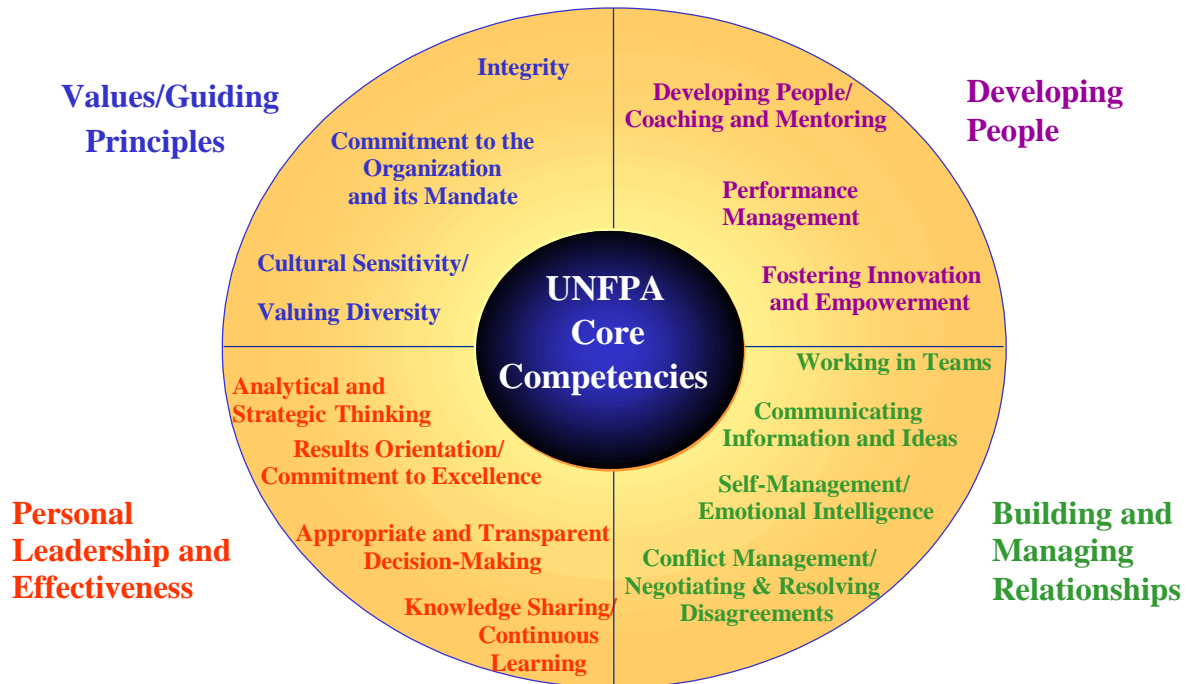
Completed Secondary Level Education required. First level university degree desirable.

##### **Knowledge and Experience:**

- Six years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications and corporate IT financial systems.

**Required Competencies:**

**Core Competencies: See the Diagram Below**



**Functional Competencies:**

- *Business acumen* – Independently gathers, analyses, and interprets data and information from a wide range of sources using appropriate analytical tools and professional standards. Identifies warning signs based on financial analysis, probes for clarification or points of concern and presents findings.
- *Implementing management systems* – Maintains information/databases on system design features and develops system components. Makes recommendations relative to work-processing approaches and procedures which would lead to more efficient systems design.
- *Client orientation* – Establishes effective relationships with internal and external clients, actively supports the interests of the client and researches potential solutions to client needs. Organizes and prioritizes work schedule and addresses client needs and deadlines promptly and appropriately.

**Languages:**

Fluency in English is required. Depending on the duty station, a working knowledge of another UN language such as French, Spanish, Arabic, Chinese or Russian may be required.

