

## I. Position Information

Job code title:	<b>Finance and Administration Associate</b>
Type of Contract:	Fixed-Term Appointment
Level:	GS7
Supervisor:	Operations Manager
Duty Station:	Bangkok
Closing date:	31 August 2010

## II. Organizational Context

Under the overall guidance and direct supervision of the Operations Manager, the Finance and Administration Associate provides leadership in execution of programme finance services ensuring effective and transparent utilization of financial resources and integrity of financial and administrative services. The incumbent promotes a client-oriented approach consistent with UNIFEM rules and regulations.

The Finance and Administration Associate leads the project support staff and works in close collaboration with the Programme and Operations teams in the Country Offices, SRO and UNIFEM HQ for resolving complex programme and operations-related issues.

## III. Functions / Key Results Expected

### Summary of Key Functions:

- Administration and implementation of operational strategies
- Support of SRO programme management, effective cost recovery
- Support to implementation of the resource mobilization strategy
- Facilitation of knowledge building and knowledge sharing, guidance to all stakeholders on financial matters

1. Ensures **administration and implementation of operational strategies, adapts processes and procedures** focusing on achievement of the following results:

- Full compliance with UN/UNDP/UNIFEM rules, regulations, and policies of financial activities, financial records/ reporting system and follow-up on audit recommendations; implementation of the effective internal controls, proper functioning of a client-oriented financial resources management system.
- SRO Finance business processes mapping and elaboration of the content of internal

<p>Standard Operating Procedures in Finance in consultation with office management.</p> <ul style="list-style-type: none"> <li>❑ Implementation of cost sharing and trust fund agreements</li> </ul>
<p>2. Provides <b>support to SRO programme management, ensures the optimal cost recovery</b> focusing on the achievement of the following results:</p> <ul style="list-style-type: none"> <li>❑ Development and follow up on Programme Portfolio Pipeline and Project Tree in Atlas. Entry of data of new grants into Atlas in the form of Annual Work Plans (AWPs), monitoring of AWP's status.</li> <li>❑ Sending project budget to KK (if authorized and on the basis of signed project documents and project budgets)</li> <li>❑ Oversight in Atlas matching, implementation of effective internal controls, proper functioning of a client-oriented financial resources management system, control mechanism for development projects through monitoring budgets preparation and modifications, budgetary status versus ASL, follow up with HQs on ASL for development projects, maintenance on the General Ledger.</li> <li>❑ Provision of the information/reports on the situation in programme, identification of operational and financial problems, proposal of solutions.</li> <li>❑ Accuracy verification and Combined Delivery Reports.</li> <li>❑ Regular monitoring of the SRO delivery</li> <li>❑ Provision of advice on financial reporting</li> <li>❑ Preparation of reports including donor reports</li> <li>❑ Verification and reconciliation of various expenditures reports from the CO, HQ and Executive Agencies.</li> <li>❑ Periodic monitoring of dashboards and exceptions, identification of the remedial actions in coordination with the supervisor</li> <li>❑ Provision of researched information for the audit of projects and support to the implementation of audit recommendations.</li> </ul>
<p>3. Provides <b>accounting and administrative support to the SRO</b> focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li>❑ Proper control of the supporting documents for payments and financial reports to projects; preparation of all types of vouchers;</li> <li>❑ Approval of vendors in Atlas, ensuring accuracy in ATLAS</li> <li>❑ Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas; travel claims, MPOs and other entitlements are duly processed</li> <li>❑ Timely accounts closure</li> <li>❑ Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers. Timely response to HQ requests to resolve financial data issues.</li> <li>❑ Management of cash receipts and petty cash</li> <li>❑ Follow up with UNDP on VAT reimbursements</li> <li>❑ Contribution to effective execution of operational strategies, focusing on accuracy and conformity with the established administrative rules and regulations</li> <li>❑ Well managed asset management and related administrative services, i.e. pouch, travel arrangements and processing of travel entitlements.</li> </ul>
<p>4. Provides support <b>to implementation of the resources mobilization strategy</b> focusing on achievements of the following results:</p> <ul style="list-style-type: none"> <li>❑ Monitoring of cost-sharing contributions, preparation of AR pending items, application of deposits against prepared pending items.</li> <li>❑ Maintenance of the Accounts Receivables for projects and follow-up with partners on contributions.</li> <li>❑ Sound advice to Programme and Project Staff on different donor reporting requirements; monitoring of financial reports to be submitted to donors.</li> </ul>

5. Ensures **facilitation of knowledge building and knowledge sharing, guidance for all stakeholders** on financial matters focusing on the achievements of the following results:
- ❑ Guidance to the UNIFEM project field offices on routine implementation of projects, tracking use and support preparation of reports on utilization of financial resources.
  - ❑ Advice to project staff on UNIFEM administrative and NGO reporting, in particular, on budgetary issues.
  - ❑ Organization of training for the Operations/Project/Programme Staff on financial management and RBM.
  - ❑ Synthesis of lessons learned and best practices in programme and programme finance.
  - ❑ Sound contributions to knowledge networks and communities of practice.

## IV. Impact of Results

The key results have an impact on the overall CO efficiency in programme, effective operational management and the success in the implementation of programme strategies. Accurate analysis and presentation of information enhances UNIFEM (part of UN Women)'s position as a strong development partner. The information provided facilitates decision making of the management.

## V. Competencies and Critical Success Factors

### Corporate Competencies:

- ❑ Demonstrates commitment to UNIFEM (Part of UN Women)'s mission, vision and values.
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

### Functional Competencies

#### Knowledge Management and Learning

- ❑ Shares knowledge and experience
- ❑ Encourages office staff to share knowledge and contribute to UNDP Practice Areas
- ❑ Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

#### Development and Operational Effectiveness

- ❑ Ability to perform a wide range of varied, inter-related complex financial services
- ❑ Ability to extract, interpret and analyze data and resolve operational problems
- ❑ Ability to work with minimum supervision
- ❑ Ability to supervise and train support staff
- ❑ Ability to plan and organize work
- ❑ Good knowledge of Results Management Guide and Toolkit
- ❑ Sound Knowledge of financial rules and regulations, accounting
- ❑ Strong IT skills, Atlas
- ❑ Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems.

#### Leadership and Self-Management

- ❑ Focuses on result for the client and responds positively to feedback.
- ❑ Consistently approaches work with energy and a positive, constructive attitude
- ❑ Remains calm, in control and good humored even under pressure
- ❑ Demonstrates openness to change and ability to manage complexities
- ❑ Responds positively to feedback and differing points of view

<b>VI. Recruitment Qualifications</b>	
Education:	Secondary Education with specialized certification in Accounting, Finance and Business Administration. University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences a desirable asset
Experience:	7 years of progressively responsible in finance, administration or programme experience is required at the national or international level. Proficiency in using computers and standard office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems required
Language Requirements:	Fluency in English and Thai

Closing date for applications is 31 August 2010. Applications should be in English. Please submit a brief cover note, and an up-to-date CV with full contact details and personal data. Please do not include photographs.

Please send your application to:

UNIFEM East and Southeast Asia Regional Office  
 5th floor, United Nations Building  
 Rajdamnern Nok Avenue  
 Bangkok 10200 Thailand  
 Fax: + (66) 02 280 6030  
 Email: [info.th@unifem.org](mailto:info.th@unifem.org)

Only short-listed candidates will be contacted.