



## UNITED NATIONS POPULATION FUND Vacancy Announcement

### I. Position Information

<b>Job code title:</b>	<b>Finance Assistant, UNFPA Gambia</b>
Supervisor:	Finance and Admin Associate
Contract Type:	Service Contract
Grade:	SB 3
Closing Date:	16 <sup>th</sup> July, 2018
Job ID:	108733

### Organizational Location

The **Finance Assistant** position is located at the UNFPA Country Office, UN House 5 Kofi Annan Street, Cape Point and reports to the Finance and Admin Associate

The Finance Assistant is part of a team, led by the Head of Office. The Finance Assistant works in close collaboration with the Operation and Programme Teams to ensure effective support to UNFPA CO on operational & financial matters.

### Job Purpose

The Finance Assistant provides programmatic, administrative and financial support to the Country Office and implementing partners in the implementation of programme activities.

### Major responsibilities / expected results

- Maintains financial records and monitors systems to record and reconcile expenditures, balances, statements, payment/ disbursement vouchers and other day-to-day transactions.
- Reviews supporting documents attached to the authorization for payments by CO staff, implementing partners and vendors and Processes financial transactions in an accurate and timely manner and in accordance with the Financial Rules and Regulations and other UNFPA Procedures.
- Effectively provides general research support from records, reports and prepares periodic and ad hoc reports on administrative and financial issues.

<ul style="list-style-type: none"> <li>• Participate in Assurance activities such as spot checks and support IP Capacity Building</li> <li>• Support preparation of implementing partners for audit exercises and follow up on audit recommendations and availability of financial documents for compliance;</li> <li>• Support the Asset Focal point in managing physical inventory items including verification and movement of assets, transfer of assets and proper handing over / taking of items;</li> <li>• Ensure that appropriate internal control mechanisms and record keeping procedures are fully complied with;</li> <li>• 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.</li> <li>• 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.</li> <li>• Assists in the management of the Country Office budget by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions according to the needs of the Country Office.</li> <li>• 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.</li> <li>• Carry out any other duties as may be required</li> </ul>
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Required Skills and Experience	
Education:	An undergraduate degree or higher diploma in accounting (Final AAT/CAT or Part ACCA), business administration, finance or other related fields is required
Knowledge and Experience:	<ul style="list-style-type: none"> <li>• 2 years working experience in accounting or related areas.</li> <li>• Previous experience in a UN project will be an advantage;</li> <li>• Strong interpersonal and organizational skills;</li> <li>• Experience in handling of web based financial management systems;</li> <li>• Good writing and communication skills;</li> <li>• Computer literacy – MS OFFICE [Excel, Word, PowerPoint, Outlook etc. and any accounting software;</li> <li>• Demonstrated ability to work in a team environment.</li> </ul>

Language Requirements:	Fluency in English and one or more local languages in The Gambia.
<b>Required Competencies</b>	
<b>Functional competencies:</b> -.	-Implementing management systems. -Business acumen and ability to multi-task and balance competing priorities. -Innovation and marketing of new approaches. -Pro-activeness and client orientation. -Organizational awareness. -Job knowledge/technical expertise.
<b>Core Competencies:</b> -	-Values: Integrity/Commitment to mandate, Knowledge sharing/Continuous learning, Valuing diversity. -Managing Relationships: Working in teams, Communicating information and ideas, Conflict and self-management. -Working with people: Empowerment/Developing people/Performance management. -Personal Leadership and Effectiveness: Strategic and analytical thinking, Results orientation/Commitment to excellence, Appropriate and transparent decision making
Interested applicants are requested to submit a cover letter, updated CV and a completed Personal History (P-11) form to the email address below:  <a href="mailto:vacancy.gambia@unfpa.org">vacancy.gambia@unfpa.org</a>  The closing date for submission of applications is 16 <sup>th</sup> July 2018. All applications should be clearly marked “ <b>Application for the Post of Finance Assistant- UNFPA</b> ”  You may also access this vacancy and the P-11 form through the UNFPA <b>link:</b> <a href="http://gambia.unfpa.org/en/vacancies">http://gambia.unfpa.org/en/vacancies</a>  Only Gambians are eligible to apply and <b>FEMALE</b> candidates are especially encouraged to apply.	