



JOB DESCRIPTION

Official Job Title:	Finance Assistant	
	Duty Station: Banjul	
Grade (Classified)	G5	
Post Number:	00108733	
Post Type:	Rotational	Non-Rotational <input checked="" type="checkbox"/>
Classification Authority:	<input type="checkbox"/>	Date:

The Position:

The post of Finance Assistant is located in The Gambia Country office and reports directly to the Finance and Admin Associate.

Under the overall guidance of the Country Representative the Finance Assistant is under the direct supervision and reports to the Finance and Admin Associate.

The Finance Assistant delivers high-quality and accurate financial and administrative services to internal and external clients mastering all relevant rules, guidelines, processes, and procedures and ensuring quality assurance and compliance.

The Finance Assistant takes a client-oriented, result-focused approach to interpreting the rules, procedures, and guidelines providing support and guidance and ensuring follow-up actions are undertaken timely for guaranteed compliance.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire, and deliver high-impact and sustained results; we need staff who are transparent, and exceptional in how they manage the resources entrusted to them and who commit to delivering excellence in programme results.

Job Purpose:

The Finance Assistant delivers high-quality and accurate financial and administrative services to internal and external clients mastering all relevant rules, guidelines, processes, and procedures and ensuring quality assurance and compliance.

The Finance Assistant takes a client-oriented, result-focused approach to interpret the rules, procedures, and guidelines providing support and guidance, and ensuring follow-up actions are undertaken timely for guaranteed compliance.



You would be responsible for:

- Ensure full compliance of financial processes and financial records with UN/UNFPA rules, regulations, policies, and strategies.
- Works closely with programme and project staff in providing financial support to programme, planning, and implementation.
- Providing 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.
- Review Travel claims/F10s settlements submitted by staff, participants, and consultants and ensures that they are adequately supported, approved, and compliant with UNFPA Travel Policy.
- Preparation of monthly aging reports for monitoring of receivables (Petty cash, salary staff advances, Project Cash Advances, and VAT).
- Tracking and following up with UNDP/GSSC on payments processed by UNFPA.
- Preparing for HACT audits, spot checks, and retrieving and compiling in advance relevant documentation in preparation for upcoming assurance activities.
- Assist with follow-up of HACT assurance activities specifically spot check and audit follow-ups and periodically reviewing the previous audit findings and recommendations and ensuring corrective action is taken.
- Provides assistance in year-end closure activities.
- In coordination with Programme Assistant manage physical inventory items, movement of assets, transfer of assets, and proper handing over / taking of items.
- Perform other duties as required by the Finance and Admin Associate to ensure seamless financial support to the country office.



Qualifications and

Experience Education:

Completed secondary level education with a minimum of five years (5 years) relevant experience required.

Recognized training and/or certification in Business Administration, Commerce, Finance, Social Sciences, or any other related fields is an asset.

OR;

First-level university degree in Business Administration, Commerce, Finance, Social Sciences, or any other related fields with two years (2 years) relevant experience is desirable and preferably with specialized certification in Finance and or Accounting.

Knowledge and Experience:

- Secondary Certificate holders should have at least 5 years of progressively responsible experience in the field while bachelor's degree holders should have at least 2 years of experience.
- Excellent communication; oral and written skills.
- Excellent attention to detail
- Strong interpersonal and organizational skills.
- Familiarity with UN procedures and working methods is highly desirable.
- Proficiency in current office software applications and corporate ERP/PeopleSoft systems. The incumbent shall be able to work fluidly with Excel (electronic spreadsheet) software.
- Relevant certifications in IT Services, hardware, and software management and applications.

Work Relations

The Finance Assistant maintains collaborative relationships with all programme and operations staff at the CO. Internal contacts include the Programme & Operations staff and CO's Management team whereas external clients include Implementing partners and other UN agencies.

Languages:

Fluency in English with good verbal and written skills.



Required Competencies

Values: <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change	Functional Competencies: <ul style="list-style-type: none">• Advocacy/ Advancing a policy-oriented agenda• Managing the organisations resources• Delivering results-oriented programmes• Internal and external communication and advocacy for results mobilization
Core Competencies: <ul style="list-style-type: none">• 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	

Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary Annual leave, health insurance and other benefits as applicable.

UNFPA Work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity, and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

Note: UNFPA reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNFPA at the same grade level and with similar job descriptions, experience, and educational requirements.

Applications that do not meet the above requirements will be disregarded. Only shortlisted candidates will be contacted.

Disclaimer

UNFPA does not charge any application, processing, training, interviewing, testing, or other fee in connection with the application or recruitment process. Fraudulent notices, letters, or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>