



JOB DESCRIPTION

Official Job Title:	Finance Admin Associate	Duty Station: Suva
Grade (Classified)	GS-6	CCOG: 2.A.01
Post Number:		
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:		Date: Director, PSRO

1. Organizational Location

Under the overall guidance of the Director, Pacific SRO and UNFPA Representative and direct supervision of the International Operations Manager (IOM) and close collaboration with the Programme Finance Associate (PFA) and the Human Resources and Administrative Associate, the Finance/Administrative Assistant (FA/AA) provides financial and administrative services in support of the Pacific Sub-Regional Office.

He/she works closely with technical, programme and operational staff to:

- i. Assist with the financial monitoring and analysis of projects;
- ii. Processes payments;
- iii. Facilitate recruitment of consultants and;
- iv. Ensure compliance of travel procedures including processing of travel requests and travel claims.
- v. He/she keeps up to date with relevant financial, admin and HR procedures and follows up on staff compliance.

2. Job Purpose

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.

3. Major Activities/Expected Results

Financial Administration

- Assist the PFA in supporting the monitoring of programme financial performance for the office by monitoring budgets and preparing necessary financial information and analysis for projects assigned.
- Processes payments through PO and non-PO vouchers after verification by PFA when

needed.

- Assist PFA with audit database and HACT implementation.
- Carry out reconciliations and process FACE forms for projects assigned.
- Monitor status of the Operating Fund Accounts for assigned projects and propose action for the timely clearance of expenditures.
- Processes payments relating to travel itineraries (including DSA) after itineraries have been cleared by the Human Resource and Admin. Associate.
- Reviews accuracy of chartfields and helps maintain an internal expenditures control system, which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas; and that travel claims and other entitlements are duly processed.
- In consultation with PFA, takes timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers; verifies bank documents, e.g. T/T.
- Works in close collaboration with the PFA to ensure timely and proper implementation of year end financial closure requirements.
- Act as petty cash custodian
- Maintains proper filing system for finance records and documents (part of all work above).
- Research and draft responses to enquiries for clearance by the IOM.

Administrative Support

- Assist in preparing learning and a travel plans and keeps it up to date.
- Review and monitor charges for common services and cost recovery taking into account maximum cost efficiency.
- Prepares list of payments for cost-recovery outside the UPL and assists in negotiating prices for cost-recovery.
- Creates and updates system for follow-up on payments of personal telephone bills, payment of consultants and travel claims Supervises distribution of phone bills to staff.
- Assist in monitoring staff leave.
- Assist the Human Resources and Admin Associate in updating staffing list and in various administrative requirements and deadline (e.g. periodical medical check-ups, renewal of ID cards, work permits government clearances, work exemption permits etc.).
- Creates and maintains system for follow-up on payments of consultants, travel claims, inter-agency activities and cost-recovery.

4. Work Relations

The Finance Associate may supervise administrative and clerical staff at the CO.

5. Job Requirements

Education:

Academic Requirements:
Secondary Education with specialised certification in Accounting and Finance. University Degree in Business or Public Administration would be strongly desirable, but it is not a requirement.

Experience:
Six years of relevant finance and administrative experience is required at the national or international level.

Languages:
Fluency in oral and written English.

Computer skills:
Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.
Knowledge of Atlas is an asset

Required Competencies:

Core Competencies: See the Diagram Below

The diagram is a circle with a central dark blue circle containing the text "UNFPA Core Competencies". The main circle is divided into four quadrants, each with a different color and a title. The top-left quadrant is yellow and titled "Values/Guiding Principles" in blue. The top-right quadrant is orange and titled "Developing People" in purple. The bottom-right quadrant is green and titled "Building and Managing Relationships" in green. The bottom-left quadrant is red and titled "Personal Leadership and Effectiveness" in red. Each quadrant contains several specific competency items listed in the same color as the quadrant title.

Quadrant	Competency Items
Values/Guiding Principles	Integrity Commitment to the Organization and its Mandate Cultural Sensitivity/ Valuing Diversity
Developing People	Developing People/ Coaching and Mentoring Performance Management Fostering Innovation and Empowerment
Building and Managing Relationships	Working in Teams Communicating Information and Ideas Self-Management/ Emotional Intelligence Conflict Management/ Negotiating & Resolving Disagreements
Personal Leadership and Effectiveness	Analytical and Strategic Thinking Results Orientation/ Commitment to Excellence Appropriate and Transparent Decision-Making Knowledge Sharing/ Continuous Learning

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.

Other Desirable Skills:

6. Signatures/Certification:

Incumbent's Name & Signature (If Applicable)	<hr/> <Enter Incumbent's Name Here> <hr/> <Date>
Immediate Supervisor's Name & Signature	<hr/> <Enter Supervisor's Name Here> <hr/> <Date>
Division Director's Name & Signature	<hr/> <Enter Division Director's Name Here> <hr/> <Date>

