



## Pacific Sub-Regional Office

**CLOSING DATE:** 21 April, 2017  
**POST TITLE:** Temporary Finance & Administrative Associate  
**DUTY STATION:** Suva, Fiji  
**CONTRACT:** Individual Contract  
**DURATION:** 11 months

### **Job Purpose**

The Finance Administrative Associate ensures the effective functioning of financial operations and systems in support of the programme and office management.

The primary roles of the Finance Administrative Associate are:

- Provide advisory support to the SRO with respect to operating fund account reconciliations, financial policy application and Atlas processing
- Analysis of SRO accounts to ensure accuracy of the accounts
- Assistance to SRO in the fulfillment of its accountability obligations
- Assistance in year-end closure processes

### **Major Activities/Expected Results**

#### **A. Advisory support to the SRO programme and office management**

- Advise and support programme staff on programme budget reallocations and chart of accounts coding, etc., accounting, policy application and other financial matters.
- Interpret financial policies and procedures particularly relating to NEX and provide guidance and training to programme staff. Strive to identify ways in which programme financial needs can be met within existing policies.
- Provide financial monitoring reports and analysis of projects and advise programme and operations teams on expenditure trends and implementation rates.
- Develop tools and mechanisms for effective and efficient monitoring of programme and project budgets, coordinate compilation of financial data and provide accurate and updated financial information on a continuous basis.
- Examine and analyze quarterly reports of expenditure (COE/FACE) for accurate ending balances. This includes:

#### **B. Analysis of accounts**

- Review accuracy of chart fields and accounting transactions to ensure compliance with policies and procedures.
- Review and monitor charges for common services and cost recovery taking into account maximum cost efficiency.

#### **C. Assist SRO in accountability obligations**

- Monitor financial information integrity and completeness via the dashboard to ensure the following are performed and to allow for monthly closures

#### **D. Assistance in year-end closure process**

- Work in close collaboration with the Programme Finance Associate to ensure timely and proper implementation of year end closure requirements.

#### **E. General**

- Act as petty cash custodian
- Backstops Programme Finance Associate
- Any other duties assigned

### **Qualifications**

- Completion of secondary level or an equivalent high school education is required;
- First level university degree in Finance, Administration, Public Administration or Economics is preferable.
- Formal recognized certification in Finance/Accounting and/or Business Administration is an asset.

**Conditions & Remuneration: UNFPA PSRO will contract the successful candidate under an individual contract and will be responsible for the payment of fees payable according to qualification and standard terms of payment and subject to satisfactory completion of assignment outputs. Payment will be made on completion of monthly report.**

**Candidates must complete a United Nations Personal History (P.11) form, together with updated Curriculum Vitae. Applications without completed P.11 form will not be considered. The P.11 form as well as a complete Terms of Reference can be downloaded from the office web site <http://pacific.unfpa.org> and application emailed to [vacanciespsro@unfpa.org](mailto:vacanciespsro@unfpa.org) before 21 April 2017. Only nationals of Fiji will be considered for this position.**

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of disabilities, HIV/AIDS and gender