



UNITED NATIONS POPULATION FUND Vacancy Announcement

I. Position Information

Job code title: Finance Assistant, UNFPA Gambia
Supervisor: Finance and Admin Associate
Contract Type: Service Contract
Grade:
Closing Date: 24th December, 2015

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 UNFPA Assistant Representative. The Finance Assistant works in close collaboration with the Operations and Programmes Team 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

- Certify that disbursements are made in accordance with approved IP Work Plan (WP) by complying with the government regulations and UNFPA NEX procedures for financial management & reporting guidelines;
- Ensure receipt of goods and services including delivery notes/guarantee note;
- Participate in Assurance activities such as spot checks and support IP Capacity Building
- Prepare the implementing partner for audit exercise, follow up on audit recommendations and availability of financial documents;
- In coordination with Programme Assistant manage physical inventory items, movement of assets, transfer of assets and proper handing over / taking of items;
- Ensure that appropriate internal control mechanisms and record keeping procedures are fully complied;
- 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.
- Develops tools and mechanisms for effective and efficient monitoring of programme and project budgets, coordinates compilation of financial data and provides accurate and up-dated financial information to HQ/RO/SRO on a continuous basis.

- 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.
- 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.
- Maintains an effective financial recording and reporting system, internal control and audit follow-up, and processes financial transactions in an accurate and timely way.
- 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.
- Carry out any other duties as may be required

Required Skills and Experience

Education:	<ul style="list-style-type: none"> • The applicant must have a minimum qualification of a bachelor degree (BBA/BS) in accountancy or finance.
Knowledge and Experience:	<ul style="list-style-type: none"> • 3 years working experience in accounting or related areas. In addition, the candidate must possess the following; • Previous experience in a UN project will be an advantage; • Strong interpersonal and organizational skills; • Experience in handling of web based financial management systems; • Good writing and communication skills; • Proficient in English, knowledge of Gambian local languages would be an asset. • Computer literacy – MS OFFICE [Excel, Word, PowerPoint, Outlook etc. and any accounting software; • Demonstrated ability to work in a team environment.
Language Requirements:	Fluency in English and one or more local languages in The Gambia.

Interested candidates should send a one-page cover letter explaining their interest and suitability for this position, as well as an updated CV addressed to :

**The Assistant Representative
UNFPA The Gambia
UN House
5 Kofi Annan Street
Cape Point, Bakau**

The closing date for application is 24th December 2015. Any application received after this will not be given consideration. Applications should be clearly marked "**Application for the Post of Finance Assistant-UNFPA**". Only shortlisted candidates whose application corresponds to the above criteria will be contacted for a test & interview. **FEMALE** candidates are especially encouraged to apply.