



If you are a committed, creative professional and are passionate about making a lasting difference for children, the world's leading children's rights organization would like to hear from you.

For 60 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

### **Finance Manager, P-3, Kampala**

**Vacancy No: I-VN-2015-001128**

**Job Level: P-3**

**Duty Station: Kampala**

**Position#: 00015714**

**Country: Uganda**

**Application Close: 01-Jun-15**

**Region: ESARO**

**Contract Type: Long-term Staff (FT)**

#### ***Purpose of the Position***

Under the general supervision of the Chief of Operations, the incumbent of this post will manage the financial and accounting functions of the country office. As the manager of finance and accounts in a large country office, the incumbent will also be accountable for provision of managerial leadership and policy guidance for achievement of effective financial management and staff capacity development ensuring that the office's administrative operations and services as well as management of funds and accounts are in compliance with the organization's policies, procedures, rules and regulations.

#### ***Key Expected Results***

1. Responsible for appropriate, accurate and timely processing and recording of expenditures and disbursements (e.g. MIP, rental payments, trips, pension fund, insurance, direct cash transfers etc), in the VISION system, in accordance with established rules and regulations. Also will ensure adequate monitoring and recovery of advances and accounts receivable, and timely clearing of GL accounts as necessary.
2. Review internal controls for compliance with UNICEF policies, systems and procedures, ensuring accuracy, promptness and appropriateness of information. Ensure that table of authority is updated regularly and there are no conflicts in segregation of duties.
3. Brief/train the staff on the application and interpretation of UN/UNICEF accounting and financial policies, regulations, procedures and delegation of authority.
4. Participate in the development and implementation of HACT assurance activities especially HACT Spot checks of UNICEF's implementing partners according to the agreed work plan and/or as required by the country programme.
5. Oversee financial management support and services to Zone offices. Monitor and evaluate systems, procedures and compliance with rules and regulations at the CO and in Zone offices and make appropriate recommendations.
6. Manage bank accounts in accordance with UN/UNICEF financial rules and regulations and local banking practices. Forecast liquidity and monitor the cash position. Supervise reconciliation of bank statements, keep abreast of all procedures and regulations regarding the maintenance of bank accounts, exchange and interest rates etc. Responsible



for the safekeeping of cash and cheques.

7. Develop and maintain effective working relations with other UN agencies, local authorities and implementing partners relating to financial matters for enhancement of information exchange, collaboration, and harmonization.

8. Develop training programmes to enhance effective performance and efficiency in areas of financial services. Organize innovative staff learning and development programme activities for staff capacity building. Provide coaching and counselling to the staff on performance enhancement/development.

9. Implement activities that create general awareness and common understanding among staff of key financial risks. Co-ordinate with Chief of Operations policy reform in the functional areas and make substantive recommendations on the improvement of systems and internal controls, planning, restructuring and resolution of sensitive issues.

### **Qualifications of Successful Candidate**

- An advanced university degree (Master's) in Accounting, Business Administration, Financial Management, Economics, or a directly-related technical field(s) is required. A valid professional certification (CA; CPA; etc.) from an accredited chartered accountancy institution, in conjunction with a relevant first-level (Bachelor's) university degree, in a relevant technical field (as identified above), may be taken in lieu of an advanced university degree.
- A minimum of five (5) years of relevant experience, at the national and international levels, in Finance, Audit, Budget, Accounting, and/or a directly-related field(s) is required.
- Prior knowledge and hands-on experience in the use of an Enterprise Resource Planning system (i.e. SAP) is desirable.
- Previous hands on experience in a supervisory/managerial capacity is required.
- Prior work experience in an emergency duty station is an asset.
- Fluency in English (verbal and written) is required. Knowledge of an additional UN Language (Arabic, Chinese, French, Russian, Spanish) is considered an asset.

### **Competencies of Successful Candidate**

- Communicates effectively to varied audiences, including during formal public speaking.
- Able to work effectively in a multi-cultural environment.
- Sets high standards for quality and consistently achieves project goals.
- Has good leadership and supervisory skills; co-ordinates group activities, ensuring that roles within the team are clear.
- Translates strategic direction into plans and objectives.
- Analyzes and integrates potentially conflicting numerical, verbal and other data from a number of sources.
- Demonstrates, applies and shares expert technical knowledge across the organization.
- Sets clearly defined objectives and plans activities for self, own team or department.

***UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organisation.***