Finance Associate

The Position:

The Finance Associate will deliver effective financial support, advice and services to internal and external clients, providing finance related guidance to the Country Office (CO), with emphasis on the 2021 Population & Housing Census.

You will work closely with the Population & Development team and will report to the International Operations Manager through the Compliance and Internal Control Analyst.

How you can make a difference:

The availability of reliable data for policy formulation and decision making has been a major concern to the Government of Liberia. UNFPA strategic focus is to support national capacities for data collection, analysis, dissemination and utilization. The Government of Liberia, through the Liberia Institute of Statistics and Geo-Information Services and with UNFPA support, has planned the conduct of the 2021 Population & Housing Census (PHC). The PHC will involve a lot of financial transactions and UNFPA seeks to capacitate the Government in its endeavor to execute a smooth census data collection, analysis, dissemination and use.

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, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:
You will support the effective management of financial resources entrusted to the 2021 Population and Housing Census programme as well as the implementation of an efficient and effective payment and documentation scheme to give effect to the same.

Possessing a depth of knowledge of UNFPA financial rules, guidelines and processes, you will demonstrate a client-oriented, results-focused approach to interpreting rules, procedures and guidelines. You will act in an advisory manner to programme / project staff to maximized the impact of census financial resources in delivering programmes / projects.

You would be responsible for:

- Supporting the monitoring of census programme financial performance, by providing necessary financial information and analysis, including implementation rate against indicators/results; detecting potential over/under expenditure problems and proposing remedial action.
- Developing effective mechanisms for monitoring programme and project budgets; coordinating compilation of financial data; and regularly providing accurate, up-to-date financial information to the CO, HQ and regional offices.
- Interpreting financial policies and procedures and providing training and guidance to census staff and project managers. Striving to identify innovative ways in which census programme financial needs can be met within existing policies.
- Assisting in the management of the census budget, by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions as required.
- Maintaining an effective financial recording and reporting system, internal control and audit follow-up; and processing financial transactions in an accurate and timely way.
- Reviewing and monitoring charges for census project services and cost recovery, taking into account maximum cost efficiency; representing UNFPA’s interests in financial negotiations and agreements.
- Act as HACT focal person for project
- Supervising administrative and clerical staff, as required.

Qualifications and Experience:

Education:

A good first university degree in Accounting, Finance, Business Administration, Public Administration or similar discipline, desirable. Added postgraduate university degree or equivalent professional qualification in Accounting, Finance, Business Administration, Public Administration or similar discipline, an advantage.

Knowledge and Experience:

- Five years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications, web-based management and ERP financial systems.

Language: English
Fluency in written and spoken English is desirable.

**Required Competencies:**

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<th>Values:</th>
<th>Functional Competencies:</th>
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| • Exemplifying integrity,  
• Demonstrating commitment to UNFPA and the UN system,  
• Embracing cultural diversity,  
• Embracing change | • Managing the organization’s financial resources  
• Providing procurement services  
• Ensuring facilities and assets management |

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<th>Core Competencies:</th>
<th>Managerial Competencies: (if supervising staff)</th>
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| • 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 | • Providing strategic focus,  
• Engaging in internal/external partners and stakeholders,  
• Leading, developing and empowering people, creating a culture of performance  
• Making decisions and exercising judgment |

**Compensation and Benefits:**

This position offers an attractive remuneration package and applicable benefits as per UNFPA/UN staff rules.

**Disclaimer:**

*Please Note Well*

*This post is a National Post and applicants of either sex are encouraged to apply. Preference will be given to equally qualified women candidates. UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Please submit all fraudulent notices, letters or offers to the UNFPA fraud hotline at http://www.unfpa.org/help/hotline.cfm*

**HOW TO APPLY**

Candidates should submit their applications indicating post and vacancy number, attach an updated CV, and a completed United Nations Personnel History Form P.11 obtainable from the UNFPA website at [www.unfpa.org](http://www.unfpa.org). **ALL APPLICATIONS, WITH RELEVANT ATTACHMENTS, SHOULD BE SUBMITTED BY EMAIL TO: ewatkins@unfpa.org with copy to debashish@unfpa.org.**

The last date to receive applications is **16 December 2019.** UNFPA will only respond to applicants who will meet the stated job requirements.