

RECRUITMENT PROFILE

Profile: Finance Officer

Major Duties and Responsibilities

1. Approves payments, purchase authorizations and other financial transactions to ensure compliance with staff rules, financial rules and implementing instruments/authority.
2. Supervises the preparation of the end of month accounts before forwarding them to Headquarters;
3. In close coordination with Field/Sub Offices/Programme Section, maintains a system to monitor and forecast cash requirements to meet administrative and project expenditures. Establishes monthly cash requirements for the office and requests timely replenishments from Headquarters.
4. Constantly reviews banking arrangements to ensure timely transfer of funds and minimize exchange loses and bank charges;
5. Advises the head of office on all budgetary and financial matters;
6. Briefs new staff members or staff assigned to the Field on finance matters;
7. In close coordination with Field Offices, coordinate replies to finance related audit comments
8. Normally supervises and coordinates the work of GL staff;
9. Undertakes other duties as required.

Managerial Competencies (if any) (see attached Annex)

MC03	Managing Performance
MC04	Coaching and Developing Staff
MC05	Managing Resources
MC06	Political and organization awareness

Functional Competencies (see attached Annex)

FI01	Interpreting and Developing Policy and Procedure
FI02	Financial Planning
FI07	Financial Reporting
FI08	Providing Financial Support and Advice
FI09	Carrying out Transactions
FI10	Managing Funds

Academic Qualifications

Advanced University degree

Other relevant qualifications in addition to the above

- Advance University Degree in Finance, Accounting, Business Administration or other related fields

Relevant Experience

- Experience in auditing, accounting/finance
- Work in multi-cultural, multi-national context
- Work experience in developing country (other than own) under conditions of low infrastructure, hardship, insecurity, danger

Managerial and Technical Skills

- Supervisory responsibilities
- Ability to manage/administer a finance unit, ability to rationalize work, delegate tasks, apply advanced systems to simplify work and negotiate systems improvements, propose solutions to make best use of staff and financial resources
- Ability to prepare and administer budgets, manage finance sector
- Analytical/Communication/inter-personal skills
- Negotiating
- Ability to work under highly stressful conditions
- Ability to work with computers
- Writing/drafting skills
- Ability to train and educate other people
- Knowledge of UN Financial and Staff Rules and Regulations an advantage

MC03 MANAGING PERFORMANCE

COMPETENCY

Demonstrates the ability to agree objectives and competencies with staff which will support achievement of the office's plans, and to provide them with feedback on their performance.

WHY IT MATTERS

In order to achieve results, managers need to set the direction, focus staff members on specific objectives, and monitor and support their performance. A performance appraisal process, properly applied, can be a vital tool in managing and improving the performance of staff to achieve the operation's objectives and meet required standards of performance.

INDICATORS

- I Guides staff in understanding operational priorities for the period in question, and agrees objectives with them which reflect these priorities.
- II Guides staff in understanding the competencies required in the job as a whole.
- III Gives regular, constructive feedback on performance which is aimed at helping the staff member to capitalise on strengths and improve performance in areas of need, and carries out a timely mid-term progress review.
- IV Appraises the performance of staff honestly, fairly and consistently, respecting UNHCR guidance on applying the appraisal process (e.g. timing, application of rating scale etc).
- V Gives staff with performance difficulties every reasonable opportunity and assistance to improve, but always addresses the problem directly, using the appropriate procedures.
- VI Takes responsibility as Reviewing Officer for ensuring that the appraisal process is correctly carried out by supervisors, and appraising their performance fairly as a result.

MC04 COACHING AND DEVELOPING STAFF

COMPETENCY

Demonstrates the ability to provide effective coaching and encourage appropriate development activities in order to support staff in identifying and meeting their training and development needs.

WHY IT MATTERS

Staff development plays an important role in ensuring that staff is able to achieve their objectives, meet required standards of performance in their current job, and acquire skills needed for future career plans where appropriate. But staff development is not limited to formal, off-the-job training courses. Managers have a crucial role to play, by helping staff understand their training and development needs, and providing them with opportunities to meet them. In support of this, managers need to recognize the importance of good coaching skills.

INDICATORS

- I Supports staff in identifying their training and development needs in relation to competencies required to do the job.
- II Provides effective feedback and coaching to staff managed, with the aim of guiding them to improve their performance or acquire new competencies.
- III Seeks to maximize the use of on-the-job opportunities for developing staff, and in lieu of formal training, supports cost effective methods of development.
- IV Encourages learning activities which foster team building and effective teamwork.
- V Counsels staff in reviewing their future career options and identifying realistic career goals; facilitates achievement of development activities in support of goals where feasible and appropriate.

MC05 MANAGING RESOURCES

COMPETENCY

Demonstrates the ability to plan and use resources (people and/or finance and/or physical assets) in accordance with UNHCR/UN guidelines and delegated accountability so that objectives are achieved in the most effective manner possible.

WHY IT MATTERS

Resources are limited and must be used to the best effect for the benefit of refugees, to maintain the essential staff confidence in management, and government confidence in UNHCR.

INDICATORS

- I Uses the agreed strategic direction for the area of responsibility to identify, prioritize and plan resource requirements as accurately and as early as possible.
- II Identifies the resources currently in place which would support achievement of the strategic direction and puts plans in place to gain additional resources if required.
- III Establishes 'indicators' to monitor the progress and effectiveness of plans and use of resources.
- IV Monitors the use of resources to ensure they are in line with UNHCR/UN rules and guidelines, and adjusts resource plans as required in response to changing circumstances.
- V Reviews and evaluates achievements to enhance future planning and resource utilization.

MC06 POLITICAL AND ORGANISATIONAL AWARENESS

COMPETENCY

Identifies and understands relationships, constraints and pressures affecting others, and especially refugees

WHY IT MATTERS

This competency underlines the importance for managers to be able to understand the motivations and objectives of others. It recognises the need to use both formal and informal networks to negotiate and gain commitment to the achievement of particular strategies or activities. To do this, the manager must appreciate others' concerns and requirements, and use this understanding to shape his/her approach. It involves influencing others to take personal responsibility for carrying forward ideas, and to be genuinely committed to outcomes. It is particularly important when negotiating with external contacts, such as government authorities.

INDICATORS

- I Understands and takes due account of the political objectives of organisations and individuals with whom UNHCR must work and whose actions affect the fate of refugees.
- II Takes time to understand the culture and hierarchies of relevant external Organizations.
- III Continually looks for opportunities to add new contacts to strengthen his/her formal or informal network within UNHCR, with government authorities and with NGO, the wider UN community and other relevant organisations.
- IV Makes consistent efforts to develop and utilise working relationships to achieve work-related goals, assisting and supporting contacts in their objectives where possible.
- V Anticipates the effects of own actions and words in the culture/environment, and adapts own style appropriately to maximise impact and build trust.

FI01 INTERPRETING AND DEVELOPING POLICY AND PROCEDURES

COMPETENCY

Demonstrates the ability to apply and interpret UNHCR Financial Rules and Regulations, and/or Administrative Procedures and Policies correctly to effectively monitor all types of UNHCR expenditures and to recommend changes and developments where appropriate.

INDICATORS

- I Takes time to read and understand UNHCR Financial Rules, Regulations and Policies and/or Administrative and Voluntary Funds Policies relating to own area of work, so as to be able to apply them properly in day to day activities without constant reference to manuals or other staff.
- II Maintains an awareness of changes in Rules and Policies, assesses the implications of these changes and modifies own and/or office practices accordingly.
- III Makes a well-founded judgement on an appropriate course of action when existing Procedures and Policies prove incompatible with the local situation or country practices, e.g. requests approval for exception, or assesses and makes proposals for changes to policy.
- IV Keeps in touch with external best practice in finance and accounting at the appropriate level in order to complement current UNHCR practices, and contribute to policy development.

FI02 FINANCIAL PLANNING

COMPETENCY

Demonstrates the ability to oversee the activities of the different functions within the office to ensure they meet required standards.

INDICATORS

- I Demonstrates a clear understanding of the sort of information needed to carry out reliable financial planning and where to find it.
- II Collates and analyses data in a methodical way, applying knowledge of the relevant environment (country, region etc) to draw rational, defensible conclusions.
- III Assembles conclusions into a coherent, well-structured and well presented financial plan/budget, which is likely to receive approval/agreement with the minimum of revision.
- IV Continues to monitor, on own initiative, the assumptions on which financial plans/budgets are based, and updates these when changing conditions justify it.

FI07 FINANCIAL REPORTING

COMPETENCY

Demonstrates the ability to provide and control comprehensive financial and statistical information which will inform managerial decision-making and support future financial planning.

INDICATORS

- I Develops and uses data gathering systems and procedures in order to obtain comprehensive up to date and relevant financial information which presents an accurate and realistic picture of the current financial situation.
- II Maintains and expands financial and statistical databases on own initiative which will facilitate a speedy response to requests for information.
- III Selects relevant, useful information which meets the needs of recipients, and presents it in a format which is clear and user-friendly.
- IV Employs analytical skills to interpret and draw logical and rational deductions from data.
- V Translates deductions and conclusions into a report which is clear, concise and comprehensible, and which meets the needs of recipients.

FI08 PROVIDING FINANCIAL SUPPORT AND ADVICE

COMPETENCY

Demonstrates the ability to provide advice, information and briefings to staff (financial and non-financial) using specialist knowledge to address concerns or resolve problems as quickly and effectively as possible.

INDICATORS

- I Is open and approachable, seeing provision of advice and information as part of the job, and other staff as customers who merit the best advice and assistance possible, whether they are part of the finance function or not.
- II Is able to translate technical accounting concepts and terminology into everyday language which others can understand and apply to their own situation.
- III Makes efforts to find answers to questions which are not readily available, and uses own knowledge of the organisation to identify suitable sources of information.
- IV Uses conclusions drawn from regular control of accounts to understand local strengths and weaknesses, bring these to the attention of local management formally and/or informally, and diplomatically propose advice and support in improving financial performance.
- V Plans, designs and organises training activities in computerised financial systems which are tailored to meet the needs and are delivered in a style which is appropriate to the audience.
- VI Contributes a finance perspective to the development of new financial systems to ascertain their appropriateness for UNHCR's needs and their user-friendliness.

FI09 CARRYING OUT TRANSACTIONS

COMPETENCY

Demonstrates the ability to carry out routine financial transactions which support operational activities and to ensure they are properly authorised (where necessary), fully recorded, and conform to the relevant guidelines.

INDICATORS

- I Processes all invoices accurately and promptly, checking for completeness and eliminating errors, and ensuring payment is made within the appropriate timescale.
- II Carries out reconciliations of transactions (e.g. supplies, local purchases) being methodical and thorough to avoid unnecessary errors.
- III Manages petty cash accounts, ensuring accurate records are kept, and that accounts balance, following up where discrepancies are identified.
- IV Continuously monitors bank account balances to pre-empt and avoid overdrafts and unnecessary costs.
- V Ensures adherence to local tax requirements, and proactively seeks opportunities to obtain tax rebates or deductions for staff and/or the organisation as a whole.
- VI Ensures the segregation of the cashiering and recording functions in all Transactions.

FI10 MANAGING FUNDS

COMPETENCY

Demonstrates the ability to manage the day to day and ongoing disbursement of funds by showing rigour and attention to detail to ensure they are used as agreed, within guidelines and achieve value for money.

INDICATORS

- I Seeks and obtains the necessary financial information (e.g. from Branch and Sub Offices, partners etc) to identify accurately and understand spending patterns, following up anomalies and gaps until resolved.
- II Proactively reviews use of funds to identify possible savings or efficiency improvements without reducing the effectiveness of the service provided to the office.
- III Monitors ongoing utilisation of budgets (e.g. programme/administrative) to redistribute or release funds where appropriate, and to reflect changes in operational priorities.
- IV Responds flexibly and constructively to requests for more funds, but assesses the case objectively before reaching a rational decision and communicating this to the applicant.