



120 UN Drive
Mamba Point
Monrovia, Liberia
Tel: +231-880-692-744
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UNITED NATIONS POPULATION FUND

Vacancy Number : UNFPA/LBR/VA/004/17
Post Title : **FINANCE ASSOCIATE**
Contract Level : **G-7 (ICSC 7) FTA**
Organizational Unit : **UNFPA Liberia Country Office**
Duty Station : Monrovia
Duration of assignment : One Year initially, renewable subject to satisfactory performance and availability of funding
Date of Issue : **4th January 2017**
Closing Date : **28th January 2017**

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the UNFPA Representative and direct supervision of the International Operations Manager the Finance Associate ensures the effective functioning of financial operations and systems in support of the programme and office management. S/he works closely with programmes and project staff providing financial monitoring and analysis of projects and advising managers on expenditure trends and implementation rates.

Finance Associate:

- 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 suggests 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 Operations Manager on a continuous basis.
- Strives to identify ways in which programme financial needs can be met within existing policies, regulations and procedures.
- 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 office.
- Ensures the effective financial recording and reporting system, internal control and audit follow-up and processes financial transactions in an accurate and timely way, in all NEX projects.
- Ensures that projects have all the necessary financial and programme manuals for easy reference and use (project management, implementation modalities, monitoring and evaluation, documenting and reporting, and information/knowledge sharing).

Delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.



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- Facilitates financial operations between NEX projects and the UNFPA country office, advising on budgetary and accounting requirements, ensuring that proper books of project accounts and accurate ledgers are maintained by the NEX projects,
- Assists in the preparation of quarterly requisitions and retirements, including ensuring that the requisition and the retirements have all acquired supporting documentation, and shadow databases for all the NEX projects.
- Examines all quarterly reports to/from UNFPA/projects and reconciles outstanding issues or advances, and conducts onsite inspection of project books of accounts and assets, including project performance (value for money analysis).
- Liaises with the Operations Manager on audit and personnel matters related to NEX project accounts
- Performs any other duties as may be assigned by the Representative/Operations Manager

4. MINIMUM QUALIFICATIONS

- First level University Degree in either of the following fields, business administration, finance and accounting;
- Minimum 6 years of professional experience in the public, multi-lateral or private sector;
- Strong analytical and results-oriented skills with demonstrated experience in financial planning and budgeting;
- Excellent interpersonal communication and writing skills
- Computer literacy in office software applications
- Dedication to United Nations principles and demonstrated ability to work harmoniously within a team and with different nationalities.

Please note that this post is a National Post and is open to applicants of either sex. Preference will be given to equally qualified women candidates.

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. **ALL APPLICATIONS, WITH RELEVANT ATTACHMENTS, SHOULD BE SUBMITTED BY EMAIL TO: elamin@unfpa.org with copy to morris@unfpa.org.**

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The last date to receive applications will be **28 January 2017**. UNFPA will only respond to applicants who will meet the stated job requirements.

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