



Administrative and Finance Associate

Job title:	Administrative and Finance Associate
Level:	GS-7
Position Number:	00005709
Location:	Colombo, Sri Lanka
Full/Part time:	Full time
Fixed term/Temporary:	Fixed Term
Rotational/Non Rotational:	Non Rotational
Duration:	

The Position:

The Administrative and Finance Associate position is located in the UNFPA Sri Lanka Country Office based in Colombo. Under the direct guidance and supervision of the Operations Manager, the Administrative and Finance Associate provides quality services in the areas of finance and budgeting, human resources (HR), and general administration to internal and external clients mastering all relevant rules, guidelines, processes and procedures.

How you can make a difference:

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 strategic plan, 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 and exceptional in how they manage the resources entrusted to them, and who commit to deliver impactful, meaningful, and innovative programmes results. .

Job Purpose:

S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the Country Office, external and internal partners.

In support of UNFPA's strategic direction at the country level, the Administrative and Finance Associate contributes to ensuring effective and efficient application of country office resources through support and monitoring in the following areas:

- Finance and Budget Management
- General Administrative Services
- Human Resources Management

Internal partners include ITSO, to resolve ERP-related queries; Division of Management Services, to resolve budgeting and expenditure issues; FASB, for premises, travel and admin related matters;



DHR, for personnel related issues; OAS, for audit related issues; Policy and Strategy Division and Operations Community, to resolve policy and procedural issues.

You would be responsible for:

A. Finance and Budget Management

- Assist the OM in the efficient management of the CO's financial and budgetary applications, adherence to financial controls and corporate financial policies, rules and regulations;
- Prepare and monitor office operational budget, ensuring proper cost allocation and recovery across different funding sources, monitor the expenditure ceiling of the CO;
- Prepare financial, analytical and trend reports on project current and past expenditures; and make recommendations on corrective measures ensuring efficiency and proper resources utilization;
- Provide timely operational clearance in GPS on programme-related budgets;
- Research and draft responses to enquiries for clearance by the OM, as well as advise staff on ERP finance modules, budgeting, and UNFPA financial rules and regulations;
- Monitor status of the Operating Fund Accounts and propose action for the timely clearance of expenditures, conduct secondary review of E-FACE forms entered by relevant programme staff, verify accuracy of information, ensure proper recording of expenses including timely release of funds to IPs and perform quarterly reconciliations;
- Contribute to the development of the annual assurance plan, take part in conducting spot checks of Implementing Partners jointly with programme colleagues and participate in HACT-related meetings and discussions on a regular basis;
- Process all payments in ERP and ensure proper supporting documents are on file, payee information, accurate COA and approved amount and liaise with UNDP to ensure timely processing in the system as required;
- Calculate and process travel related advances and financial claims, cost recovery including from staff and for services to other UN agencies, contributions to common systems and budgets, taking into account maximum cost efficiency and represents UNFPA's interest in related negotiations and agreements;
- Ensure timely submission of VAT amounts to UNDP and perform reconciliation on a regular basis;
- Prepare monthly and quarterly Financial Accountability Checklists for clearance by the OM and approval by the Representative with relevant supporting documentation;
- Participate in year-end in the preparation of year-end financial closure, assets and liabilities, and balance sheet statements;
- Assist OM in development of tools and mechanisms for effective and efficient monitoring of budgets, coordinates compilation of financial data; detect potential over-under expenditure problems and suggest remedial action; and provide accurate and up-dated financial information to HQ on a regular basis;
- Assist OM in preparation of the annual risk assessment and management, BCP, as well as implementation of the mitigation plans;
- Assist OM in preparation for the audits, and ensure timely implementation of audit recommendations;
- Maintain accurate and up-to-date filing system;

B. General Administration

- Perform asset and attractive items management for the office and act as Asset focal person, ensuring proper use and safeguarding, timely maintenance as well as replacement of the obsolete items;
- Maintain completeness of asset records and tracking in ERP, initiate physical verification of assets, and prepare all relevant reports and certifications;
- Interpret UNFPA Administrative rules and regulations, including on premises management, common services and security, providing timely guidance to the CO staff;
- Review and prepare materials and reports on common system activities relating to common services and premises, cost recovery, privileges and immunities, entitlement and salary surveys; security, etc.;
- Identify ways in which the administrative needs can be met within existing policies; adapt processes and procedures, anticipate and manage operational requirements of the CO;
- Develop tools and mechanism for effective and efficient monitoring of administrative activities in support of the CO's operations;
- Maintain office premises in order and ensure timely provision of cleaning and maintenance services, ensure up-to-date records and year-end certification are kept in COREM;
- Ensure timely preparation, revisions and implementation of the travel plan for the CO;

C. Human Resources Management

- Assist in HR administration, support recruitment and selection process for national staff and personnel, applying best practices HR tools and mechanisms;
- Ensure timely preparation and implementation of personnel and IC hiring plan;
- Perform administration of individual consultant contracts and payments ensuring compliance with relevant policies, timely enter data in CMT portal;
- Assist the Representative and Operations Manager in monitoring the compliance of the Performance Appraisal and Development cycle (PAD) and staff learning and development (training and workshops);
- Maintain accurate and up to date personnel status files in a confidential and secure manner.

Backstop the Operations Manager on as needed basis and perform any other tasks as might be required by the office.

Qualifications and Experience

Education:

Successful Completion of Secondary School Education (Advanced Level or Equivalent) is required, preferably in Finance or Accounting stream. First level University degree in finance, business administration or accounting is desirable.

Knowledge and Experience:

- 7 years of relevant experience in finance and administration management in the public or private sector.



- Proven ability to interpret financial rules, regulations and procedures and explain them clearly and concisely;
- Proven ability to interpret administrative and personnel rules, regulations and procedures and explain them clearly and concisely. Experience in UN personnel and administrative procedures desirable;
- Proficiency in use of spreadsheets, word processing and computerized accounting systems and ERP;
- Previous experience in the UN, as well as, experience of UN accounting framework and systems is desirable;
- Good writing and communication skills.

Languages:

Fluency in English, and Sinhala or Tamil is required.

Required Competencies

<p>Values:</p> <ul style="list-style-type: none"> ● Exemplifying integrity ● Demonstrating commitment to UNFPA and the UN System ● Embracing cultural diversity ● Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> ● Managing the organization’s financial resources ● Providing procurement services ● Ensuring facilities and assets management ● Providing logistical support ● Managing data ● Managing documents, correspondence and reports ● Managing information and work flow ● Planning, organizing and multitasking ● Supporting financial data analysis
<p>Core Competencies:</p> <ul style="list-style-type: none"> ● 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 	<p>Managerial Competencies:</p> <ul style="list-style-type: none"> ● Providing strategic focus ● Engaging 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 including a competitive net salary.

Disclaimer



UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

Signatures/Certification:

Incumbent's Name & Signature

Immediate Supervisor's Name & Signature

Head's of Office Name & Signature
