



## JOB DESCRIPTION

<b>Official Job Title:</b>	<b>Finance Associate</b>	<b>Duty Station: Bamako</b>
<b>Grade (Classified)</b>	<b>GS-6</b>	<b>CCOG: 2.A.01</b>
<b>Post Number:</b>	<b>Generic</b>	
<b>Post Type:</b>	<input type="checkbox"/> <b>Rotational</b> <input checked="" type="checkbox"/> <b>Non-Rotational</b>	
<b>Classification Authority:</b>		<b>Date: 06 septembre 2018</b>

### 1. Organizational Location

L'Associate Finance est localisé à Bamako au Mali et est sous la supervision directe de l'Analyste aux opérations en collaboration avec Directeur des Opérations.

### 2. Job Purpose

Sous la supervision du Directeur des Opérations, et en collaboration avec l'équipe du Programme, l'Associé(e) Administratif et Financier assure une gestion optimale des systèmes financiers mis en place par l'Organisation. Il/elle suit l'exécution financière des activités et prépare les paiements. Il/elle suit avec les services financiers du PNUD l'établissement des chèques et des virements. Il/elle contribue à la gestion des systèmes financiers et assure le contrôle de gestion et la tenue de la comptabilité. Il/elle veille à l'application des procédures en matière de gestion financière selon le manuel de procédures de l'Organisation (PPM).

### 3. Major Activities/Expected Results

- 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 proposes 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 HQ/RO/SRO on a continuous basis.
- Interprets financial policies and procedures and provides guidance and training to staff and project managers. Strives to identify ways in which programme financial needs can be met within existing policies.
- 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 Country Office.

- Maintains an effective financial recording and reporting system, internal control and audit follow-up, and processes financial transactions in an accurate and timely way.
- Reviews and monitors charges for common services and cost recovery taking into account maximum cost efficiency and represents UNFPA's interests in related negotiations and agreements.

#### 4. **Work Relations**

The Finance Associate may supervise administrative and clerical staff at the CO. Internal contacts include the Operations Manager/ Operations Specialist, the CO's administrative management team, and the CO's programme/ technical team.

#### 5. **Job Requirements**

##### **Education:**

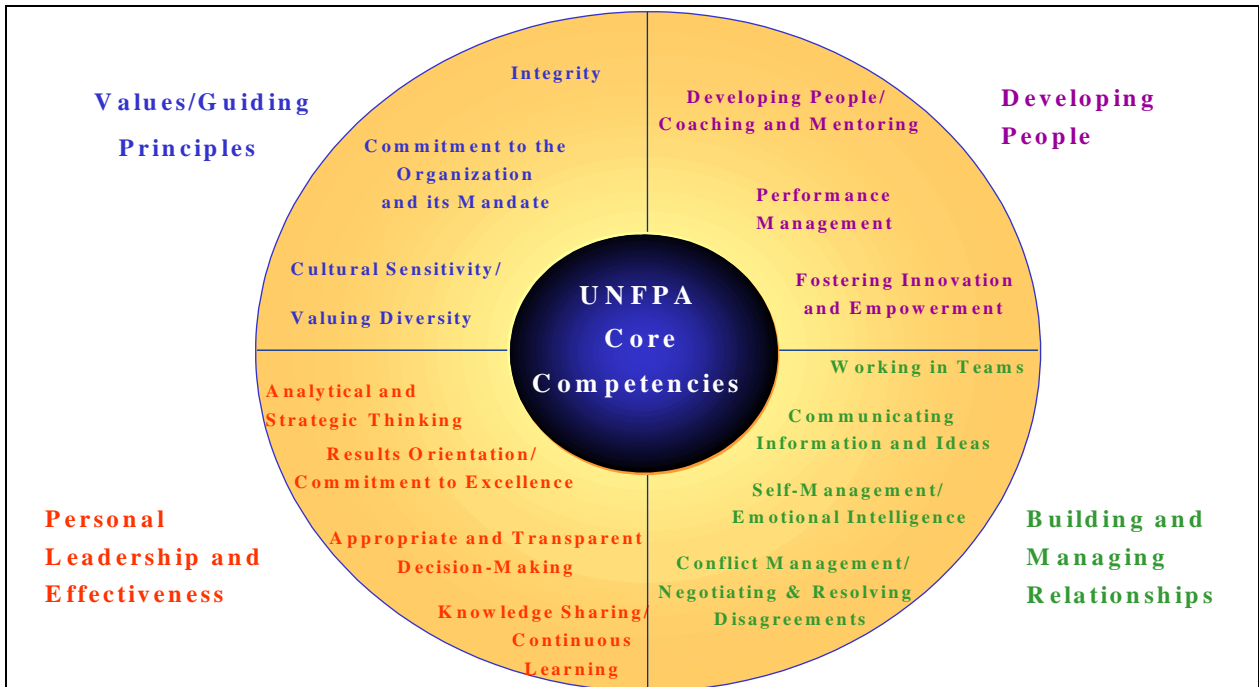
Completed Secondary Level Education required. First level university degree desirable.

##### **Knowledge and Experience:**

- Six years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications and corporate IT financial systems.

##### **Required Competencies:**

**Core Competencies: See the Diagram Below**



**Functional Competencies:**

- *Business acumen* – Independently gathers, analyses, and interprets data and information from a wide range of sources using appropriate analytical tools and professional standards. Identifies warning signs based on financial analysis, probes for clarification or points of concern and presents findings.
- *Implementing management systems* – Maintains information/databases on system design features and develops system components. Makes recommendations relative to work-processing approaches and procedures which would lead to more efficient systems design.
- *Client orientation* – Establishes effective relationships with internal and external clients, actively supports the interests of the client and researches potential solutions to client needs. Organizes and prioritizes work schedule and addresses client needs and deadlines promptly and appropriately.

**Languages:**

Fluency in English is required. Depending on the duty station, a working knowledge of another UN language such as French, Spanish, Arabic, Chinese or Russian may be required.

**Other Desirable Skills:**

**6. Signatures/Certification:**

<b>Incumbent's Name &amp; Signature (If Applicable)</b>	<hr/> <b>&lt;Enter Incumbent's Name Here&gt;</b> <hr/> <b>&lt;Date&gt;</b>
<b>Immediate Supervisor's Name &amp; Signature</b>	<hr/> <b>&lt;Enter Supervisor's Name Here&gt;</b> <hr/> <b>&lt;Date&gt;</b>
<b>Division Director's Name &amp; Signature</b>	<hr/> <b>&lt;Enter Division Director's Name Here&gt;</b> <hr/> <b>&lt;Date&gt;</b>