



## Finance Assistant

<b>Job title:</b>	<b>Finance Assistant</b>
<b>Level:</b>	<b>Service Contract, SB3.2</b>
<b>Position Number:</b>	<b>00150172</b>
<b>Location:</b>	<b>Chisinau, Republic of Moldova</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Duration:</b>	<b>One year (with possibility of annual extension)</b>

### The Position:

The Finance Assistant is responsible for implementing the organizational financial rules and regulations in the UNFPA Moldova Country Office (CO) and UNFPA supported projects. The incumbent will deliver quality financial services and apply finance-related guidelines, processes and procedures.

The Finance Assistant will report to Administrative and Finance Associate. This position has no supervisory or coordination roles.

### 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 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 financial management of UNFPA programme activities and UNFPA supported projects.

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 maximise the impact of financial resources in delivering programmes / projects.

You will build close relationships with CO programme and operations teams, Regional and HQs-based Finance Specialists, national counterparts, implementing partners as well as the UN agencies for efficient and effective delivery of quality finance services.



You will provide quality support to ensure accurate and reliable financial data and information are available and reported in a timely manner with required quality checks, in line with UNFPA guidelines and procedures.

**You would be responsible for:**

- Assist in the management of the CO budget and projects' budgets, by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions as required and enter it in GPS module in Atlas;
- Provide timely operational clearance in GPS on programme-related budgets and send to commitment control (KK);
- Perform Finance User function in ATLAS and verify completeness and accuracy of payment requests in line with prevailing policies, etc., identifying and following up with relevant personnel on errors and gaps;
- Raise Accounts Payable (AP) vouchers in ATLAS and ensure proper payee information, accurate COA and approved amount and liaise with UNDP to ensure timely processing of payments as required;
- Custodian of petty cash with the responsibility of ensuring full compliance with UNFPA's Petty Cash Policy;
- Create, edit and present information (queries, reports, documents) in visually pleasing, clear and presentable formats;
- Ensure timely submission of VAT amounts to UNDP and perform reconciliation on a regular basis;
- Prepare monthly and quarterly Financial Accountability Checklists for approval by the Head of Office with relevant supporting documentation;
- Conduct secondary review of e-FACE forms entered by Programme Associate, verify accuracy of information and ensure proper recording of expenses including timely release of funds to Implementing Partners;
- Support the monitoring of programme and projects' 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;
- Maintain an effective financial recording and reporting system, internal control and audit follow-up; and processing financial transactions in an accurate and timely way;
- Draft accurate donor financial report in collaboration with programme team, as required by donors
- Advise and assist international advisors and national consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services;
- Review and monitor charges for common premises, services and cost-recovery taking into account maximum cost efficiency.



- Assist with the planning, monitoring and timely implementation of year-end closure activities;
- Undertake other financial and administrative tasks on an ad hoc basis.

### **Qualifications and Experience:**

#### **Education:**

- First level university degree in Finance/Accounting, Business or Public Administration required. Specialized certification in Accounting or Finance an asset.

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

- 5 years of relevant experience in finance/accounting, administration or office management.
- Proficiency in current office software applications, web-based management and ERP financial systems.
- Ability to interpret financial rules, regulations and procedures and explain them clearly and concisely;
- Prior experience in development assistance or related work for a donor organization, governmental institutions and/or NGOs, is a very strong advantage.
- Knowledge of ATLAS / PeopleSoft or other ERP system is an asset.

#### **Languages:**

- Fluency in Romanian and English is required.
- Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

### **Required Competencies:**

<b>Values:</b> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change.</li> </ul>	<b>Functional Competencies:</b> <ul style="list-style-type: none"> <li>• Managing the organization's financial resources,</li> <li>• Managing data, information and work flow,</li> <li>• Managing documents, correspondence and reports,</li> <li>• Planning, organizing and multi-tasking,</li> <li>• Supporting financial data analysis.</li> </ul>
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**Core Competencies:**

- 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.

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

This is a local position, therefore only citizens of the Republic of Moldova or others legally authorized to work in the country are eligible to apply.

**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>