



We are pleased to announce the following vacancy:

VACANCY No.: VA LACRO 002/2017
CLOSING DATE: 25 August 2017
POST TITLE: **Finance Assistant**
CATEGORY: Service Contract- SB3-1
DUTY STATION: UNFPA LACRO Panama
DURATION: One year renewable

1. Organizational Location

The Finance Assistant position is located in the Regional Office (RO). Under the guidance and supervision of the International Operational Manager (IOM), and as a member of the RO management services team, the Finance Assistant provides quality services in areas of finance and budget in compliance with the relevant rules, guidelines, processes and procedures. She/He takes a client-oriented, results-focused approach to interpreting the rules, procedures and guidelines, provides support and guidance to the RO, and leadership to finance staff in Sub-Regional Office/s (SROs) and Country Offices (COs).

2. Job Purpose

In support of UNFPA's strategic direction at the regional level, contribute to building regional capacity and ensuring effective and efficient application of country offices resources within the region through support and monitoring regional resources in the following activities:

- Finance
- Budget

3. Major Activities/Expected Results

- Assist the IOM in the efficient management of the RO's financial and budgetary applications, adherence to financial controls and corporate financial policies, rules and regulations;

- Monitor the expenditure ceiling of the RO; prepare financial reports on project expenditures; prepare analytical reports on current and past expenditure trends; and make recommendations on expenditure rates;
- Liaise with the Programme/Technical Team on finance and ATLAS related matters;
- Research and draft responses to enquiries for clearance by the IOM;
- Provide advice to RO, SRO/s and COs on Atlas 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;
- Coordinate regularly with MIS and Finance Branch at Headquarters to ensure the quality and timeliness of reports;
- Participate in year-end in the preparation of year-end financial closure, assets and liabilities, and balance sheet statements;
- Develop 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;
- Implement corporate systems and applications in support of financial management and regional office operations;
- Assist IOM in the formulation and management of the regional budget, control allotments, monitor expenditures, and prepare revision according to the needs of the RO;
- Interpret financial policies and procedures and provides guidance to staff in the RO, SROs and COs;
- Ensure the effective financial recording and reporting system, internal control and audit follow-up and processes financial transactions in an accurate and timely way;
- Review and monitor charges for common services and cost recovery taking into account maximum cost efficiency and represents UNFPA's interest in related negotiations and agreements; and
- Perform any other duties as may be required by the management of the RO to ensure seamless administrative support to the Regional office and its component offices.
- Monitoring and preparation of monthly reports related to travel expenses, including Communications.
- Keep monitoring reports and updated documentation available for FACES
- Petty cash control and verification
- Review of the statements and control administrative expenses and payment to suppliers.

4. **Work Relations**

Internal partners include RO; close collaboration within the IOM's team, SRO/s, COs and Division/Branches at HQs to resolve policy and procedural issues, and region specific issues.

External partners include other UNDP, other UN agencies, vendors and other non-UN partners that are essential to the work of the office.

5. **Job Requirements**

Education:

High School Diploma in Business and Accounting, with additional training/studies in accounting, finance, business administration or public administration.

Knowledge and Experience:

- 5 years financial and administrative experience in the public or private sector;
- Ability to interpret financial rules, regulations and procedures and explain them clearly and concisely;
- Experience of accounting framework and systems, specifically Atlas/PeopleSoft, and proficiency in use of spreadsheets, word processing and computerized accounting systems;
- Good writing and communication skills;

Languages:

Fluency in oral and written English.

How to Apply:

Candidates should complete a United Nations Personal History Form (P11), available at <http://lac.unfpa.org/es/vacancies> and submit to the e-mail address: vacancies.lacro@unfpa.org.

Please quote vacancy post title in the subject. The deadline for the vacancy application is: 25 August 2017. All posts in the SC categories are subject to local recruitment; therefore this position is open for Panamanian citizens or non-nationals with valid work permit only.

Will only be able to respond to those applicants in whom UNFPA has a further interest. UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life.

We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. We offer an attractive remuneration package commensurate with the level of the position. The package includes a competitive net salary and Health insurance. Other benefits are responsibility of the incumbent.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.