



Finance Associate

Job title:	Finance Associate
Level:	ICS 6 (G-6)
Position Number:	
Location:	Chisinau, Republic of Moldova
Full/Part time:	Full-Time
Fixed term/Temporary:	Temporary
Rotational/Non Rotational:	Non-Rotational
Duration:	364 days

The Position:

The Finance Associate position is located in Chisinau, Republic of Moldova and reports to the Operations Manager. The Finance Associate is responsible for administrative and financial activities / services.

You will work in close collaboration with the CO operations and programme staff and Humanitarian team, exchanging information and supporting smooth delivery of humanitarian response.

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 (2022-2025) focuses on the three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

UNFPA Moldova is actively involved in the humanitarian refugee response to the Ukrainian crises, supporting provision of women and girls' health services, including reproductive maternal health and psychosocial support and Gender-Based Violence support and referral assistance to refugees from Ukraine to the Republic of Moldova.

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:

The Finance Associate delivers quality financial services to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the CO.

You would be responsible for:

- Ensuring full compliance with UNFPA Financial Rules and Regulations when carrying out financial activities / tasks, processes, recordings and reporting;



- Maintain an effective financial recording and reporting system, internal control and audit follow-up; and processing financial transactions in an accurate and timely way;
- Assist in the management of the Humanitarian 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;
- Processing and recording of programme / implementing partners expenditures against the Funding Authorization and Certificate of Expenditure forms (FACE) in the corporate ERP system, after ensuring the required documentations are attached and relevant requirements are met;
- Assist with the planning and implementation of the assurance activities (financial spot-checks and financial audits) for the implementing partners under the Harmonized Approach to Cash Transfers (HACT) framework;
- Timely revision and preparation of payment vouchers through proper supporting documents and ensuring relevant requirement are met;
- Taking timely corrective actions on un-posted (outstanding) payment vouchers, including the vouchers presenting budget check errors, match exceptions, and unapproved vouchers;
- Timely response to HQs' and Regional Office' requests to resolve financial data and reporting Issues;
- Review on a weekly basis the financial dashboards / reports and takes timely remedial actions / correction of errors as required for transactions pertaining to finance and operations;
- Maintenance of the internal expenditures control system and ensuring that vouchers processed are timely matched and completed, transactions are correctly recorded and posted in the ERP system;
- Supporting with the coordination and review of monthly and quarterly financial accountability checklists;
- Interpret programme financial policies and procedures relating to National Execution (NEX) and identify ways in which programme financial needs can be met within the existing policies; provide information and guidance to the programme staff on the management of Operating Fund Account (OFA);
- Maintenance of the Accounts Receivables and follow-up with UNDP on Deposit IDs;
- Review and monitor charges for common premises, services and cost-recovery taking into account maximum cost efficiency;
- Monitoring outstanding Travel Advances and their timely settlements and reviewing them accordingly;



- Prepare minutes of operations meetings and ensure follow-up of action agreed;
- Provide general administrative support to the office and supervise messengers and cleaners;
- Assisting in organizing training sessions for operations and project personnel on finance and administration activities;
- Backstopping the Senior Finance/Administrative Associate, Procurement and the Human Resources Associate;
- Carry out any other duties as may be required by UNFPA leadership.

Qualifications and Experience:

Education:

- Completed secondary level education is mandatory. First level university degree or a professional accounting qualification from an internationally recognized institute of accountancy is desirable.

Knowledge and Experience:

- At least six (6) years of relevant work experience in providing administration and financial management, accounting, managing staff and operational systems;
- Excellent organization skills, attention to detail, precision and accuracy;
- Proficiency in current office software applications. Advanced knowledge of spreadsheets, especially Excel, and Google Sheets preferable;
- Experience in handling of web based management systems and ERP systems;
- Experience of IPSAS will have a distinct advantage;
- Ability to formulate business requirements into logical system specifications;
- Must be able to work in harmony across teams, both internally and externally;
- Excellent written and spoken communication skills

Languages:

- Fluency in English and Romanian 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:

<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, • Managing data, information and work flow, • Managing documents, correspondence and reports, • Planning, organizing and multi-tasking, • Supporting financial data analysis.
--	---



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 salary plus health insurance and other benefits as applicable.

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>.

The United Nations Organization is committed to diversity and inclusion. Women, persons from vulnerable groups, such as persons with disabilities, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, refugees and other noncitizens legally entitled to work in the Republic of Moldova, as well as persons from other underrepresented groups are particularly encouraged to apply.

Approved by:

Nigina Abaszada, UNFPA Representative

DocuSigned by:
Nigina Abaszada
43D750472CF14D1...

Date: 29-Apr-2022