



Post Title	Finance Assistant
Type of Contract	UNOPS / LICA
Level	LICA 4-1
Gross Pay	BRL 7.794,00
Duration	Temporary (up to 9 months) with initial contract until 31 December 2020
Duty Station	Brasília - DF

Organizational context

The new UNFPA country programme for Brazil was approved by the Executive Board for a five-year period of 2017-2021 and covers 4 strategic areas: Sexual and Reproductive Health; Adolescents & Youth; Population Dynamics which includes South-South Cooperation in support of the ICPD agenda. The CPD is based on a total resource plan of USD 37.5m of which USD 4,5m regular resources and USD 33m to be mobilized.

At the same time, the UN in Brazil signed a new Development Assistance Framework (UNDAF) covering the same 5-year period as the UNFPA CPD (2017-2021). UNFPA Brazil was nominated to coordinate the 1 of the 5 strategic areas, the People pillar. In addition, UNFPA is chairing the Government/Interagency working group on Youth and the Government/Interagency working group of HIV/AIDS. Furthermore, UNFPA is co-chairing the Brazilian Chapter of the Global Health Partnership - H6.

Since 2015 Brazil is undergoing a period of political and economic instability, which has significantly impacted UNFPA's ability to mobilize resources from the Government to implement the Country Programme. In this context of declining core resources, UNFPA is obliged to move more decidedly than ever into the global multilateral arena of non-core resource mobilization. Beyond the corporate shift, this requires UNFPA, at country office level, to embrace a mode of engagement and a way of doing business internally, which departs from the traditional UNFPA operation. As such, various new internal processes as well as profiles need to be adapted, at programmatic, operational and communications levels. New frameworks as well as a new business culture need to be adopted. This poses several internal challenges the CO team must overcome in conjunction with the external political, social and economic circumstances in Brazil.

The Finance Assistant delivers quality financial support to internal and external clients mastering all relevant rules, guidelines, processes and procedures. She takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to Brazil Country Office and UNFPA-supported projects.



Summary of main functions

Under the guidance and supervision of the Operations Manager, the Finance Assistant is directly responsible for the administration and the efficient support to office and programme financial and budgetary resources, assisting the Operations Manager in supporting the Representative and Assistant Representative in the planning and monitoring of all financial resources under the responsibility of the Country Office. He/she supports the tracking of available resources, exercising appropriate financial control and ensuring corporate financial policies are met and adhered to and reporting structures established and maintained. He/she assists in following the application of alternative solutions to meet programme and office objectives;

His/her role is to contribute to a fully accountable, smoothly functioning, results and solution- oriented Country Office and to assist programme implementation and delivery providing for the financial and budgetary needs of programmes and projects, collaborating closely with the programme staff of the office.

Duties and Responsibilities:

- Supports the monitoring of the financial performance for all programme and non- programme core and non-core resources by providing necessary financial information and analysis, including implementation rate against indicators/results and co-financing agreement financial reports. Detects potential over/under expenditure problems and proposes remedial action;
- Supports the Development of 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;
- Follows 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 or improved within existing policies;
- Prepares summary reports on advance payments, contributions and Institutional Budget expenditures on a quarterly basis and analyzes the expenditure patterns. Detects potential over-under expenditure and suggests remedial action;
- Assists in the management of the Country Office budget by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions per the needs of the Country Office.
- Participates in training or assessments of partners, monitoring of OFA (Operating Fund Account) full balance and proper accounting of funds;
- Provides financial and budgetary support services in support to achieving programme and project results. Pays attention to aspects related to UNFPA regulations, rules and directives pertaining to the direct execution of regular programme resources such as HACT modality, UN agreements and other relevant practices;
- Provides financial and budgetary support services in support to achieving programme and project results. Pays attention to aspects of project inputs under national execution in terms of cost recovery. Assists the Operations Manager in working with the UNFPA legal consultant in maintaining the UNFPA NEX guidelines and internal toolkit supporting the country office with the establishment of co-financing agreements;



- Understands financial policies and procedures particularly relating to National Execution and provides guidance and training to staff and partners. Assists in the preparation, implementation and follow up of National Execution full audit for all the implementing partners;
- Reviews and monitors charges for common services, cost recovery and UPL (Universal Price List) considering maximum cost efficiency;
- Reviews and monitors personal calls and official calls by project made using UNFPA mobile and land telephone, including reimbursement of funds;
- Process and monitors salary advances and its proper accounting;
- Monitors accounts receivable which include funds from donors, governments, UNFPA staffs (reimbursements) or providers (travel agency and other subcontracts);
- Process travel advances and reimbursements in the setting of programme execution;
- Assists in the management of the payment process and banking procedures by creating regular vouchers, journal vouchers and GLJE after proper verification of documentation and approval by responsible persons;
- Keeps proper financial records of data in Atlas and in other parallel control systems. Maintains all financial documents in proper files;
- Liaises and follows up with UNDP on financial transactions. Performs Atlas related functions per the relevant profile;
- Assists the country office in all financial matters and requests in the context of internal and/or external audit exercises;
- Performs other related duties as assigned by the supervisor



Work relations

Internal contacts include the Operations Manager, the CO's programme/ technical team and the Senior Management Team.

Job requirements

Required Skills and Experience

- First level university degree in any area, provided the required skills and experience are met;
- A minimum of 1 year of relevant professional experience in UN Agencies, Funds or Programmes providing administrative, operational, financial and/or budget services;
- Proficiency in current office software applications with advanced knowledge of Excel;
- Knowledge of ERP systems;
- Fluency in Portuguese and English.

Skills and Experience that are considered as assets

- First level university degree in Business Administration, Public Administration, Finance, Accounting, Economics, and/or related areas;
- Additional years of experience in business administration, finance, budget, and office management;
- CIPFA (Chartered Institute of Public Finance and Accountancy) Certification (any level);
- Experience Atlas ERP;
- Working knowledge of Spanish.



Corporate Skills

- **Integrity, Ethics and Values**

- Act in accordance with UNFPA and UN values, administrative rules, code of conduct and ethical principles.
- Exercise critical judgment when handling operational data focusing on the better fulfillment of UNFPA's mandate and securing information confidentiality.
- Conflict Management / Negotiating and Resolving Disagreements.
- Building support and political acumen.
- Creativity and innovation.
- Team work.
- Effective Communication.
- Managing conflict.
- Knowledge Sagring.
- Fair and transparent decision making.

- **Client/Partner Orientation**

- Contribute to the achievement of positive results for clients and partners by anticipating needs and concerns and responding to them efficiently.

- **Sensitivity to cultural diversity**

- Demonstrate inclusive behavior with colleagues and stakeholders by successfully developing cross-cultural relationships.
- Be adaptable and sensitive to political, religious and cultural differences.
- Actively promote equity and gender diversity in all activities.

- **Innovation**

- Demonstrate curiosity and creativity when solving administrative problems.
- Communicating Information and Ideas
- Self-management and Emotional Intelligence
- Be tolerant with different points of view and understand the role of operations as an evolving area of UN reform which contributes to a more effective and efficient implementation.

- **Accountability**

- Be accountable for handling confidential information in support of UNFPA's work in Brazil.
- Ensure information is correctly collected, recorded and used to minimize errors and strengthen implementation.
- Appropriate and Transparent Decision Making



Basic Skills

- **Achieve results**
 - Seek ways to optimize the use of resources and ensure the correct execution of policies.
 - Promote actions to ensure that daily activities are executed on time.

- **Focus on problem solving**
 - Actively support operational services and promote exchange of information with programme units.
 - Support the implementation of appropriate solutions in support to UNFPA operations, focusing on practices that have the potential to enhance existing systems and that can lead to the identification of corrective measures to solve problems.

- **Working in a Team and Managing Relationships**
 - Promote team harmony by collaborating with colleagues and paying due consideration to ideas from other members.
 - Stay calm and focused even under pressure.
 - Take advantage of team diversity to achieve better and more innovative results.
 - Demonstrate resilience when dealing with complex and urgent tasks.
 - Ability to work independently and as part of a team.

- **Communication for impact**
 - Effective Communication
 - Encourage and actively engage in open, objective discussions demonstrating the ability to see problems and situations from the perspective of team members.
 - Express ideas clearly and encourage open dialogue in order to develop better solutions without undermining peer relationships.
 - Excellent writing and communication skills.
 - Good research skills and ability to synthesize information.



How to apply

The job application link will be available on the UNFPA Brazil website (<https://brazil.unfpa.org/pt-br/vacancies>), when clicking on the link, it is necessary to fill in the Google Forms and attach the requested documents.

Complete the P11 form available at https://brazil.unfpa.org/sites/default/files/vacancies/p11_port_final_3.doc

Important notes

Only applications made using the P11 form and submitted within the deadline will be considered.

UNFPA is committed to human diversity in terms of gender, nationality and culture. People from minority groups, indigenous people and people with disabilities are encouraged to participate in the selection process. All applications will be analyzed with complete confidentiality.

Due to the high volume of applications, individual receipt confirmation is not be possible. Only a limited number of pre-selected candidates will be contacted.

Candidates must be of Brazilian nationality or have legal authorization to work in the country.

UNFPA does not charge any type of fee to participate in this process. UNFPA does not solicit or search for individual information about HIV or AIDS and does not discriminate against HIV-positive people. UNFPA offers equal opportunities to all applicants and encourages Afro Descendants and women to apply.