



## Finance Associate

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| <b>Job title:</b>                 | <b>Finance Associate</b>    |
| <b>Level:</b>                     | <b>GS-6</b>                 |
| <b>Position Number:</b>           | <b>13173</b>                |
| <b>Location:</b>                  | <b>Accra, Ghana</b>         |
| <b>Full/Part time:</b>            | <b>Full-Time</b>            |
| <b>Fixed term/Temporary:</b>      | <b>Fixed Term</b>           |
| <b>Rotational/Non-Rotational:</b> | <b>Non-Rotational</b>       |
| <b>Duration:</b>                  | <b>One year (renewable)</b> |

### The Position:

The Finance Associate delivers effective financial advice and services to internal and external clients, providing finance related guidance to both Country Office (CO) and UNFPA supported projects.

You will report to the Operations Analyst.

### 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 strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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:

In Ghana, UNFPA has started implementing its new five-year 8th Country Programme 2023-2027. The 8th CP aligns well with national, regional and global priorities including

aligning with the UNFPA strategic plan, 2022 – 2025, that seeks to accelerate the reduction of preventable maternal death, unmet need for family planning, and gender-based violence and harmful practices. It fits within two of the three pillars of the United Nations Sustainable Development Cooperation Framework (UNSDCF), 2022 – 2025, namely: equitable access to social services and promoting a peaceful Ghana. In addition, the country programme aligns to the ICPD Programme of Action, the national voluntary commitment made by the Government at the Nairobi Summit on the 25th anniversary of ICPD (ICPD+25), and the Sustainable Development Goals (SDGs). Overall, the country programme contributes to national priorities, including creating a wealthy, inclusive, sustainable, equitable, resilient, healthy and disciplined society, encapsulated in the President's vision of "Ghana Beyond Aid".

You will support the effective management of UNFPA programme activities in the areas of population and development, reproductive health and gender.

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 would be responsible for:**

- Supporting the monitoring of programme 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.
- Developing effective mechanisms for monitoring programme and project budgets; coordinating compilation of financial data; and regularly providing accurate, up to date financial information to HQ and regional offices.
- Interpreting financial policies and procedures and providing training and guidance to staff and project managers. Striving to identify innovative ways in which programme financial needs can be met within existing policies.
- Assisting in the management of the CO budget, by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions as required.
- Maintaining an effective financial recording and reporting system, internal control and audit follow-up; and processing financial transactions in an accurate and timely way.
- Reviewing and monitoring charges for common services and cost recovery, taking into account maximum cost efficiency; representing UNFPA's interests in financial negotiations and agreements.
- Implementing corporate systems and applications in support of financial management and country office operations.

- Liaising with the UNDP on all finance related matters (including the processing of payments), and ensuring that all necessary documentation is duly completed and submitted.
- Establishing and maintaining working relationships with finance colleagues in other UN agencies, including representing UNFPA at the UN Finance Inter-Agency working group.

Perform any other duties as requested by the Supervisor and the UNFPA Management team.

## **Qualifications and Experience:**

### **Education:**

Completed Secondary Level Education required. First level university degree in Finance, Business, Public Administration or similar discipline desirable.

### **Knowledge and Experience:**

- Six years of relevant experience in administration, finance or office management.
- Proficiency in current Microsoft Office software packages and web-based management systems such as the ERP systems, Quantum, QuantumPlus, Quantum PowerBI, etc.
- Emotional intelligence; ability to work independently and in culturally diverse teams.
- Demonstrated experience in working successfully as a member of a multidisciplinary team.

### **Languages:**

Fluency in English; knowledge of other official UN languages, preferably French and/or Spanish, is desirable.

## **Required Competencies:**

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| <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>● Providing procurement services</li> <li>● Ensuring facilities and assets management</li> </ul> |
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| <b>Core Competencies:</b> <ul style="list-style-type: none"> <li>● Achieving results,</li> <li>● Being accountable,</li> <li>● Developing and applying professional expertise/business acumen,</li> <li>● Thinking analytically and strategically,</li> <li>● Working in teams/managing ourselves and our relationships,</li> <li>● Communicating for impact</li> </ul> | <b>Managerial Competencies: (if supervising staff)</b> <ul style="list-style-type: none"> <li>● Providing strategic focus,</li> <li>● Engaging in internal/external partners and stakeholders,</li> <li>● Leading, developing and empowering people, creating a culture of performance</li> <li>● Making decisions and exercising judgment</li> </ul> |
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#### UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click [here](#) to learn more.

#### Disclaimer:

Selection and appointment may be subject to background and reference checks, medical clearance, visa issuance and other administrative requirements.

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

Applicants for positions in the international Professional and higher categories, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.