



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Internal/External Vacancy Notice

Finance Associate

Fixed Term Appointment, G6, Copenhagen

Private Sector Partnerships Section

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. We deliver life-saving assistance like shelter, food and water, and develop solutions that ensure people have a safe place to call home where they can build a better future. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

Applications from qualified candidates are invited for the following vacant position:

Vacancy Notice No: CPH/VN/2019/013

Title: Finance Associate

Contract Type: General Service

Position Number: 10024241

Duty Station: Copenhagen, Denmark

Remuneration: Attractive salary at the G6 level and entitlements according to UN Staff Rules and Regulations

Duration: 1st May 2019 – 30th April 2020. Fixed Term Appointment. One year contract with possibility of extension

Application Deadline: Sunday 31 March 2019 2019 Midnight

Organizational context

The Finance Associate (PSP) is supervised by the Senior Finance Officer who defines general work objectives and provides necessary advice and guidance. The incumbent also refers to UNHCR Manuals and relevant policy papers on financial issues.

The incumbent assists with the processing of financial transactions. S/he keeps frequent contact with staff at various levels in the office and with bank officials to exchange information. The incumbent provides financial guidance to a global network of PSP's Regional Admin/Finance support staff and may supervise some support staff.

The position

The position is located within the Private Sector Partnership's Finance, Income Recording and Human Resources section based at headquarters in Copenhagen. The position provides an exciting and challenging opportunity for an individual to work within a dynamic team that provides financial management and oversight to a growing global network of the Private Sector Partnership Service within UNHCR. The incumbent will support the Senior Finance Officer and the team in overseeing the implementation of an expenditure budget of more than US\$150 million, with an exponentially growing income from the private sector of more than US\$420 million achieved last year. We are therefore seeking for a self-driven and highly motivated individual with finance experience, coupled with strong interest in the refugee cause.

Duties and responsibilities

Accountability

- Strengthen the Corporate Communications Section's role in providing brand support to colleagues across the globe. Financial transactions and reconciliations are processed in line with relevant policies and procedures.
- A smooth operational work is ensured through timely payments, cash replenishments and monitoring of expenditure and budget balance s for the entire PSP network.
- Financial reports are provided as per financial guidelines and when required.

Responsibility

- Run the monthly budget v expenditure reports for PSP Regional managers and provide accompanying feedback for the managers. Run related MSRP drill down queries to investigate budget or expenditure irregularities.
- Oversee and provide the quality control on the input of PSP global budgets into Focus. Provide oversight for all budget changes and updates in Focus. Liaise with DER Front Office staff in Geneva on APR submissions.
- Produce the monthly PSP Long Term Planning (LTP) sheet.
- Provide inputs for PSP financial training materials.
- Provide analysis and documentation support and guidance materials for the Financial Internal Control Framework for the PSP network.
- Perform transactional activities such as issuing REQs whenever necessary, Payment Vouchers to pay NAPs instalments, UNOPS Disbursement agreements and instalment payments etc.
- Run REQs/PO Budgetary activity reports and advise PSP network on whether or not to finalize PVs, POs and release budgets (which may be held unnecessarily).

- Assist with AFS follow up on the aged (overdue) receivables resulting from PSP multi-year contributions and help in drafting PSP's response to Audit queries and AFS AR colleagues.
- Support the Senior PSP Finance Officer in undertaking NAPs transfer analysis in order to see whether they are in keeping with the agreements.
- Generate the Partners Financial Reports (PFRs) for the NAPs and UNOPs and send these out on a quarterly basis, verify submitted PFRs and prepare the PFRs for upload after verifications.
- Ensure the PSP ABOD allocations are undertaken in SharePoint for all the PSP Global budgets so that the quarterly reports are based on accurate information in SharePoint (cube).
- Review PSP Open items status, with particular emphasis to any VAT recoverable within the PSP network.

Authority

- Initiate correspondence to verify data, answer queries and obtain additional information on accounts and financial transactions, as required.
- Verify that the financial transactions are correct and are undertaken in accordance with UNHCR Financial rules and procedures.

Essential minimum educational level, qualifications and professional experience required

- Completion of secondary education with post-secondary training/certificate in Accounting, Business Administration, Finance or related fields.
- Minimum of 6 years of relevant work experience.
- High level of IT affinity (MS Office applications, People Soft is preferred).
- Fluency in English and working knowledge of another relevant UN language.

Desirable Qualifications & Competencies

- Knowledge and work experience of MSRP Finance applications.
- Good knowledge of UN/UNHCR Financial rules and procedures.
- Completion of UNHCR learning programmes or specific training relevant to the functions of the position

Competencies

- Team Working – Proven team working skills will be key as the position works within a team and supports PSP's Regional Admin/Finance support staff globally.

- Communication skills- Excellent communication skills (both oral and written) as the individual will interact with a wide range of stakeholders, ranging from suppliers, to service providers e.g. banks, to fundraisers, to internal counterparts within UNHCR Finance at HQs in Budapest.
- Inter-personal skills – Will be key to being successful in discharging the functions of this position.
- Technological Awareness – Proficiency in Microsoft Suite and experience working with ERPs be desirable.
- Planning and Organizing
- Stakeholder Management

Location

The successful candidate will be based with the Private Sector Partnerships Service, Fundraising Support Unit, at UN City in Copenhagen, Denmark.

Conditions

It is a full-time role with working hours from 8.30am to 5pm, Monday to Friday (40 hours per week, with a half-hour break for lunch).

To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11), testimonials/degrees/certificates and CV to: DENCOCMUHR@unhcr.org indicating Vacancy Notice Number – “**CPH/VN/2019/013 Finance Associate**” in the subject of the email.

Applicants must be legally present in Denmark at the time of application and throughout the recruitment process.

Link to P11 form: www.unhcr.org/recruit/unhcr-phf.docm

Closing date for receipt of applications: **Sunday 31 March 2019 Midnight**

ISSUED ON 15 March 2019.