

Senegal Jobs Expertini®

Finance Associate, Dakar

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Company: UNHCR (United Nations High Commissioner for Refugees)

Location: Dakar

Category: other-general

Hardship LevelA (least hardship)

Family TypeFamily

Family TypeFamily

Residential location (if applicable)

GradeGS6

Staff Member / Affiliate TypeGeneral Service

ReasonRegular > Regular Assignment

Remote work acceptedNo

Target Start Date-06-01

Job Posting End DateMay 27,

Standard Job DescriptionFinance Associate Organizational Setting and Work

Relationships The Finance Associate is normally supervised by a more senior finance colleague 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 may supervise some support staff. All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff

members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties

- Maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports.
- Select and enter data from a wide variety of documents, verifying accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data.
- Prepare recurring reports as scheduled and special reports as required for budget preparation, audits or other reasons.
- Advise and assist staff members, experts and consultants on all aspects of allowances, salary advances, travel claims and other financial matters, calculate and authorize payments due for claims and services.
- Maintain liaison with officials of local banks to obtain day-to-day information on exchange and interest rates, changes in procedures and regulations and matters pertaining to maintenance of office bank accounts.
- Prepare detailed cost estimates and participate in budget analysis and projections as required.
- 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 in accordance with UNHCR rules and procedures.
- Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

G6 - 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

Field(s) of Education

Not applicable

Certificates and/or Licenses

Accounting Business Administration, Finance (Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential High level of IT affinity (MS Office applications, People Soft). Desirable 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.

Functional Skills

FI-ERP Financial Management (SAP, Oracle, PeopleSoft, Workday and other) IT-Computer Literacy IT-Enterprise Resource Planning (ERP) (Functional Skills marked with an asterisk* are essential)

Language Requirements

For International Professional and Field Service jobs: Knowledge of English and UN working language of the duty station if not English. For National Professional jobs: Knowledge of English and UN working language of the duty station if not English and local language. For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English. All UNHCR workforce members must

individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination and abuse of power. As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise. This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

Desired Candidate Profile Avoir un diplôme en Finance et la maîtrise de Excel avancé

Required languages (expected Overall ability is at least B2 level): English

,French

Desired languages

: !

Operational context

Occupational Safety and Health Considerations:

To view occupational safety and health considerations for this duty station, please visit this link:

Nature of Position:

Under the direct supervision of the Assistant Admin Officer, the incumbent of the post needs to possess extensive administrative and financial knowledge and experience which eventually contribute to create a strong capacity in developing strategic vision in linking operational priorities with adequate setting of administrative systems, analytical and innovative thinking. The incumbent is required to support the Assistant Admin Officer in the preparation and revision of ABOD thus needs to possess experience in budget preparation and expenditure analysis. In view of the requirement that the incumbent needs to have frequent contacts with staff at various levels within and outside of the office, he/she needs to be mature, flexible, client/service oriented and possess a highly solid UNHCR experience in Administration and strong communication skills. Demonstrated competence in operating the travel module is mandatory. S/he is also expected to work closely with the UN Agencies in

the operation on protocol related issues. She/he also have a good relationship with the government counterparts (MOFA) and maintain a close contact with responsible staff from MOFA. The incumbent should also be familiar with GFM procedures. In addition. Besides working experience in administrative management, knowledge of UNHCR Financial Rules and Regulations and of IPSAS or IFRS would be an asset. A degree in finance/admin/HR is desirable. The candidate should be ready to undertake field missions as required.

Living and Working Conditions:

Dakar city is a family duty station with a hardship classified A, its living conditions are good, and the social climate is calm. Senegal is an open country that enjoys social stability resulting from the smooth functioning of state institutions. Senegal is also provided with a good level of infrastructure (e.g., roads, distribution of water, electricity, etc.) and a popular tourist destination. The country is at the level of Security 2, which corresponds to Low, except for the Casamance natural region (administrative regions of Kolda, Sā©dhiou and Ziguinchor) where acts of banditry are often reported but also the presence of Elements of the Movement of Democratic Forces of Casamance (MFDC) and unexploded ordnance (UXO). All United Nations personnel must scrupulously comply with UNDSS procedures and recommendations during their assignment to Senegal. Thefts and burglary are the main incidents against UN personnel. The access to health services in Dakar is good. The yellow fever vaccine is compulsory and vaccination cards should be presented at the entrance. Vaccinations against Meningococcal Meningitis and Hepatitis A and B are also recommended. The basic drugs are available in pharmacies, but it is recommended to bring specific prescription drugs. The currency used in Senegal is Franc CFA (XOF). Many hotels, restaurants and large businesses in Senegal accept the main international credit cards (Visa, MasterCard, American Express, etc.). It is also possible to withdraw cash from automatic telling machines found in all the major cities. The accommodation facilities are in general good and the choice is wide. It is possible to rent unfurnished and furnished accommodations. Transportation in town can be easily arranged through local taxis. The incumbent will be briefed on conditions in locations within the region when on mission as appropriate. The Senegalese government has initiated a project for a common UN House in Diamniadio, for the use of United Nations services and offices, located in the new administrative city of Diamniadio, situated 40 km outside Dakar.

Additional Qualifications

SkillsFI-ERP Financial Management (SAP, Oracle, PeopleSoft, Workday and other), IT-Microsoft Excel, PG-Resource planning

Education

CertificationsAccounting - Other, Business Administration - Other, Finance - Other

Work Experience

CompetenciesAccountability, Analytical thinking, Client & results orientation, Commitment to continuous learning, Communication, Managing resource, Organizational awareness, Planning & organizing, Teamwork & collaboration, Technological awareness

UNHCR Salary Calculator

Compendium

Additional Information

Functional clearanceThis position doesn't require a functional clearance

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