



<b>Job title:</b>	<b>Finance Associate</b>
<b>Level:</b>	<b>SB3/Mid</b>
<b>Position Number:</b>	<b>00190420</b>
<b>Location:</b>	<b>Kyiv, Ukraine</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Contract type:</b>	<b>Service Contract, SB3</b>
<b>Duration:</b>	<b>One year (renewable)</b>

### **The Position:**

The finance associate contributes to the effective management of UNFPA projects activities (both development and humanitarian) in the areas of reproductive health, health system response to SRH, reproductive health commodity security.

Finance associate reports to UNFPA Operations Manager.

### **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 three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. 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 in Ukraine works for (1) creating conditions in which every young person can fulfill the potential, lead a healthy lifestyle, know their reproductive rights and take an active social life; (2) conducting sexual and reproductive health campaigns to improve access to health and care services and improve its quality, especially for young people; (3) combating gender stereotypes in society (through the media, compulsory education for civil servants on gender mainstreaming, the improvement of national gender policy and anti-discrimination expertise of school textbooks); (4) providing information and services to gender-based violence survivors through the creation of crisis centers, supporting the work of mobile teams of psycho-social and support, providing expert support and raising general awareness in society.

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 assists in planning, management and monitoring of programme finance performance, delivers quality financial and administrative 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 and UNFPA-supported projects on GBV and SRH.

The Finance Associate works with and provides support to the members of the Ukraine Country Office, both programme and operations teams. Contacts with staff and other personnel to promote achievement of common goals and shared objectives and demonstrate personal commitment to UNFPA's mandate and organizational vision.

Both internal and external contacts include exchange of information on broader aspects of the work area, which may include providing clarification of non-routine matters involving some technical input. Internal contacts include the Assistant Representative, the Programme Analysts, the CO's programme/technical team, and the CO's administrative management team.

### **Main duties and responsibilities:**

- Supports the monitoring of GBV and SRH programmes financial performance by providing necessary financial information and analysis, including implementation rate against indicators/results. Detects potential over/ under expenditure problems and proposes remedial action.
- Develops tools and mechanisms for effective and efficient monitoring of GBV and SRH programmes and project budgets, coordinates compilation of financial data and provides accurate and up-dated financial information to Programme Managers on a continuous basis.
- Interprets financial policies and procedures and provides guidance and training to programme personnel and Project Managers. Strives to identify ways in which programme financial needs can be met within existing policies.
- Assists in the management of the Country Office budget by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions of work plans according to the needs of the Country Office.
- Maintains an effective financial recording and reporting system, internal control and audit follow-up, and processes financial transactions in an accurate and timely way.
- Reviews and monitors charges for common services and cost recovery taking into account maximum cost efficiency.
- Reports projects funds utilization using different reporting modality as requested by donors and UNFPA procedures, verifies financial information and monitors timely submission of donor reports, follows up with donors and UNFPA HQ on receipt of all outstanding contributions.
- Contributes to the development of the CO annual assurance plan, takes part in conducting spot checks of Implementing Partners jointly with programme colleagues and participates in HACT-related meetings and discussions on a regular basis.
- Ensures proper administration and utilization of projects' resources in accordance with national execution procedures.
- Process travel claims and execute payments.
- Carries other duties as required by the Operations Manager



### Qualifications and Experience:

- Three years of relevant experience in administration, finance or office management.
- Proficiency in use of spreadsheets, word processing and computerized accounting systems is required.
- Proficiency in current office software applications and corporate IT financial systems.
- Experience in projects funded by international donors is highly desirable.
- Good writing and communication skills.

### Education:

Bachelor Degree in Finance, Accounting, Economics, Business Management or related areas.

### Languages:

Fluency in English, Ukrainian and Russian.

### Required Competencies:

<p><b>Values:</b></p> <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>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Advocacy/ Advancing a policy-oriented agenda</li> <li>• Leveraging the resources of national governments and partners/ building strategic alliances and partnerships</li> <li>• Delivering results-based programmes</li> <li>• Internal and external communication and advocacy for results mobilisation</li> </ul>
<p><b>Core Competencies:</b></p> <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>	

Incumbent's Name & Signature

Immediate Supervisor's Name & Signature

Head's of Office Name & Signature

Olena Hliebova

Jaime Nadal Roig

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*Olena Hliebova*

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