

UNITED NATIONS CHILDREN'S FUND

GENERIC JOB DESCRIPTION

GENERAL SERVICE POST

|                                      |   |
|--------------------------------------|---|
| <b>IMIS POST NUMBER: 64874</b>       | <b>(FOR DHR USE ONLY):</b><br><b>Generic JD Code:</b> |
| <b>CASE NUMBER:</b>                  |   |
| <b>POST TITLE: Finance Assistant</b> | <b>ICSC CCOG Code:</b>                                |
| <b>POST LEVEL: GS-4</b>              | <b>UNICEF Code:</b>                                   |
|                                      | <b>CLASSIFIED LEVEL:</b>                              |
|                                      | <b>DATE CLASSIFIED:</b>                               |

**SECTION/DIVISION:**

**DUTY STATION:**

OPERATIONS

Suva, Fiji Islands

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**SIGNATURES**

*This is to certify that the contents are correct and complete and that the duties and responsibilities described are required in the organizational unit for the proper accomplishment of the functions.*

Jasmin Balram, Admin/Finance Officer

\_\_\_\_\_  
**Supervisor, Name and Title**

\_\_\_\_\_  
**(Signature)**

Dzidula Masiku, Chief of Operations

\_\_\_\_\_  
**Head of Section, Name and Title**

\_\_\_\_\_  
**(Signature)**

Isiye Ndombi, Representative

\_\_\_\_\_  
**Head of Office, Name and Title**

\_\_\_\_\_  
**(Signature)**

**DATE PREPARED: 19 May 2009**



**3. MAJOR DUTIES AND RESPONSIBILITIES** (*Describe in order of importance what incumbent does and how. Do not exceed more than 10-12 major duties. Indicate the percentage of time devoted to each duty or responsibility. Do not include duties of less than 5%.*)

**Percentage**

|     |   |
|-----|---|
| 20% | 1. Travel claims  |
| 10% | 2. Filing and attaching all F/O documents to PV processed by Suva office                        |
| 10% | 3. Pre examination of PRQ as Supporting documentation   |
| 10% | 4. Support Bank Reconciliation OF Suva, Solomon Islands, Kiribati and Vanuatu Offices.          |
| 10% | 5. Reconciliation of Travel payments with Travel Agent bills                                    |
| 15% | 6. Forward TT Forms to respective sections and F/O for all payments and other Banking services. |
| 10% | 7. Assist in the preparation of Financial data for CMT  |
| 10% | 8. Review Direct Cash Transfers (DCT)   |
| 5%  | 9. Support NGO Assessment   |

**4. WORKING CONDITIONS**

*(Describe the conditions of the work place, travel requirements, and risks or hazards to which the incumbent is exposed. Indicate if it is an office-based post. Also, indicate the extent and frequency of physical requirements of the job, such as lifting heavy loads, or other types of exertion.)*

Based at the UNICEF Suva office with office space provided. Travel to Field Offices in Kiribati, Solomon Islands, and Vanuatu.

**5. IMPACT AND CONSEQUENCE OF ERROR**

**(a) Describe the type of decisions or recommendations regularly made and their impact on other persons or the work of the office.**

Makes decisions and recommendations involving interpretation and application of complex rules and procedures to several administrative areas and relevant financial, procurement and building management areas.

**(b) Describe the most damaging error(s) that could be made in the work and the consequences they would have.**

Wrong judgment on air reservations can have adverse financial impact on the office resources. Error in the reports submitted to the office will undermine the efficiency of the office.

**6. REVIEW OF WORK (Describe the degree of supervision and instruction the incumbent receives from the immediate supervisor, e.g., work assigned with specific instructions and guidance; checked while in progress; or undertaken independently and reviewed upon completion for accuracy or adherence to instructions.)**

Work assigned with specific instructions and guidance and checked while in progress.

**7. GUIDELINES**

**(a) Indicate which guidelines are required for performing the duties of the post (rules, regulations, policies, procedures, practices, precedents, manuals, instructions, etc.)**

Financial regulations and policies. Also Travel Manuals and UN Policy Guidelines.

**(b) Describe the degrees to which interpretation of, and deviation from, existing guidelines are permitted, and the authority to propose or establish new guidelines.**

**8. WORK RELATIONSHIPS**

Indicate both the purpose, level and frequency of contacts within and outside UNICEF, in order to perform the work effectively.

|    | <u>CONTACT</u>  |   | <u>PURPOSE &amp; FREQUENCY</u> |
|----|-----------------|---|--------------------------------|
| a) | <u>Internal</u> | - |                                |

Regular internal contacts to exchange information.

**b) External**

Regular external contacts to exchange information especially with Banks and counterparts

**9. QUALIFICATIONS AND COMPETENCIES required to perform the duties of the post:**

**a) EDUCATION (Indicate type of education/training required, including skill in equipment operation.)**

Completion of secondary education, preferably supplemented by completion of University degree in Finance, Accounting and Administration or equivalent qualification.

**b) WORK EXPERIENCE (Indicate the length and type of practical experience required.)**

Five years general knowledge on Finance and Accounting which should include a good knowledge of standard clerical practices and procedures. UN experience is an

advantage

**c) LANGUAGES (*Indicate the language requirements.*)**

Good knowledge of the local language and one or two languages of the organization.

**d) COMPETENCIES (*Indicate what key competencies are required, such as technical skills, communication skills, computer literacy, interpersonal skills, supervisory skills.*)**

- Ability to operate a desktop computer and other standard office equipment such as photo copying machine, overhead projector, and binding machine.
- Strong computer skill would be an asset.
- Good communication and team player skills
- Ability to operate typewriter and keyboard equipment, such as a word-processor such as Excel & Powerpoint presentation.
- Working experience with SAP would be an advantage