



Job Classification

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Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	PFP
Category:	GS (General Services)	Country:	Italy
Reason for Classification:	Establishment of a new post	Duty Station:	Rome
Level:	G-5	Office:	PFP
Title:	Finance Assistant	Section:	Operations and Finance
Title Information in Parenthesis:		Unit:	Finance
CCOG Code:		Case Number:	PFP27001, PFP27004
UNICEF Code:	FIN	Post Number:	134120
Classified by:		Classified Date:	6/21/2026

Organizational Context:	The Private Fundraising and Partnerships (PFP) Division works with National Committees, UNICEF country offices and global private sector partners to drive income growth. The Programme Donor Matching team in the Financial Services Unit serves as a broker between fundraisers and program colleagues to encourage private sector donors - especially corporates, foundations, and major donors to provide UNICEF with the highest quality income. A range of services and products are provided, which ensure that funds are strategically allocated, that UNICEF can deliver the highest quality program results, funds are correctly coded according to UNICEF coding guidelines and that donors receive high impact and meaningful donor reports that meet their expectations.
Purpose of the Job:	Under the supervision and guidance of the Finance Specialist, the Finance Assistant provides financial, accounting, administrative and systems support to the PFP Finance Unit. The incumbent supports the accurate, timely and compliant processing, recording, reconciliation, monitoring and documentation of revenue, receivables, remittances, contributions, grants, cash forecast information and other finance-related transactions, in accordance with UNICEF financial rules, procedures and applicable guidance. The post is designed as a flexible finance support role and may be assigned to different workstreams within the unit based on operational needs. These may include National Committee and Country Office private sector revenue, accounts receivable, contribution and fund monitoring, donor income processing, cash forecast support, grant creation and amendments, expired grant monitoring, vendor/master data requests, official receipts, debit notes, online donation platforms, licensing and royalties, recurring financial reporting, monthly and year-end closure activities, and related systems and data quality support. The incumbent is expected to maintain complete and auditable records, support follow-up on outstanding items and discrepancies, assist with stakeholder communication and documentation, and provide backup support across assigned portfolios to ensure continuity of operations. The role requires attention to detail, sound judgment, initiative, and the ability to work with some independence while escalating complex or non-routine issues as appropriate. The incumbent also contributes to process documentation, testing, system improvements and the updating of guidance materials to support efficient and consistent finance operations across the unit.
Key functions, accountabilities and related duties/tasks:	1. Transaction processing, reconciliation and financial records -Review, record, verify and reconcile financial transactions and supporting documentation, including receipts, remittances, receivables, adjustments, refunds, reimbursements and other

finance-related entries.

- Support the reconciliation of contributions received centrally or locally against relevant records in UNICEF financial systems, including VISION/SAP, Funds Remittance Management systems, CORE/Salesforce or successor platforms.

- Maintain complete and auditable financial records, logs and monitoring tools for day-to-day transactions, recurring activities, follow-up items and period-end deliverables.

- Support regular clearance of outstanding items and assist in resolving discrepancies through review of source documents, system records and stakeholder follow-up.

2. Revenue, receivables, remittances and cash forecast support

- Assist with the review and follow-up of National Committee and other private sector revenue, including outstanding balances due to UNICEF, centrally received contributions, Revenue and - Expenditure Report information and assigned customer codes.

- Support the preparation, review and follow-up of cash forecast information, including verification of forecast data, analysis of significant variances and follow-up on expected large remittances.

- Prepare, issue or support documentation such as official receipts, debit notes and other finance communications, ensuring amounts, references and supporting documentation are accurate and complete.

- Assist with revenue and expenditure reporting exercises, year-end or monthly closure activities and the preparation of recurring or ad hoc financial reports.

3. Contribution, grant and fund monitoring support

- Support the processing of Regular Resources and Other Resources contributions from National Committees, Country Offices and other private sector sources, including verification of coding, donor intent and supporting documents.

- Assist with grant creation, grant amendments, grant extensions, soft credit and in-kind contribution processing, and timely allocation of contributions to meet monthly and year-end closure deadlines.

- Support monitoring of expired grants and remaining balances, including preparation of information on reimbursements, reprogramming, reallocations and creation or amendment of grants from balances as required.

- Provide backup support to other team members on contribution management and fund monitoring tasks to ensure continuity across assigned portfolios.

4. Operational finance and administrative support

- Support vendor/master data requests and related Service Gateway or successor-platform submissions by reviewing documentation, following up on suspended or pending requests and liaising with relevant counterparts.

- Assist with processing and allocation of income from online donation platforms, global campaigns, licensing, royalties, alliances or other centrally managed fundraising channels.

- Provide administrative and coordination support for finance workstreams, including maintaining trackers, compiling documentation, drafting routine correspondence and following up with internal and external stakeholders.

- Assist colleagues and stakeholders by providing routine guidance on process steps, documentation requirements and system inputs, escalating complex issues as needed.

5. Systems, data quality and process support

- Enter, select and validate data from a variety of documents and systems, ensuring accuracy, completeness and consistency with financial rules, procedures and coding guidance.

- Support testing, documentation and implementation of changes to finance processes, templates, reporting tools and systems, including VISION/SAP, FRM, CORE/Salesforce, Power BI, SharePoint or successor platforms.

- Contribute to the update of standard operating procedures, guidance notes and shared reference materials for the unit.

- Perform other finance, accounting and administrative tasks as assigned, demonstrating flexibility to support shifting priorities and workload across the unit.

Impact of Results:

The efficiency and efficacy of the Finance Assistant directly impact on the optimum, appropriate and effective use of resources and efficient financial recording, accounting and reporting, which in turn facilitates management oversight, decision making and quality control.

The effective performance of the Finance Assistant contributes to the accurate, timely and compliant processing, reconciliation and documentation of financial transactions within the PFP

Finance Unit. By maintaining complete records, supporting the clearance of outstanding items, verifying data, preparing documentation and following up on discrepancies, the incumbent helps ensure the reliability of financial information used for revenue recognition, receivables monitoring, contribution management, grant processing, reporting and closure activities.

Timely and accurate support to revenue, remittance, cash forecast, fund monitoring, vendor/master data, official receipt, debit note and related finance processes contributes to effective financial control, audit readiness, business continuity and informed decision-making. The role also supports the timely allocation and monitoring of funds, helping ensure that resources are correctly recorded and made available for programme implementation and donor reporting.

The incumbent's contribution to system updates, process documentation, monitoring tools and backup support across workstreams helps strengthen consistency, efficiency and continuity of finance operations. Quality work in this role reduces the risk of errors, delays, unreconciled balances and incomplete documentation, thereby supporting sound financial management and the credibility of PFP Finance services to National Committees, Country Offices, HQ divisions and other stakeholders.

Capabilities required:

1. Project Management (2)

- Use project management tools to organize and track tasks within a project
- Schedule and prioritize tasks to meet deadlines
- Provide project updates and report issues

2. Collaboration (2)

- Use tact and discretion in sensitive situations
- Communicate thoughtfully and diplomatically considering how words may be perceived by others
- Write clearly and concisely in emails and reports, outlining brief summaries and suggested actions
- Communicate key points and recommendations verbally in a clear and direct manner
- Organize, visualize and present data, tailoring visuals to highlight key insights

3. Problem Solving (2)

- Compare different sets of information to identify correlations and differences
- Analyze information to identify the root cause of problems and possible risks
- Identify key data and patterns in reports and summaries
- Organize, visualize and present conclusions in a structured and logical way
- Consider and suggest possible solutions to resolve problems independently
- Consider available information when making decisions

4. Digital Dexterity (2)

- Use AI tools and digital platforms to collect information
- Assess AI generated tasks for accuracy and effectiveness
- Use key organizational business systems and digital platforms
- Manage and organize digital documents and files in alignment with digital workforce policies and culture
- Safeguard documents ensuring confidentiality and manage data risks

Competencies and level of proficiency required:

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with Others (1)
- Builds and Maintains Partnerships (1)

- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drives to Achieve Impactful Results (1)
- Manages Ambiguity and Complexity (1)

Recruitment Qualifications:

Education:

Completion of Secondary education is required. Professional and/or university courses related to the field of work are highly desirable.

Experience:

A minimum of five years of practical work experience in finance, accounting, financial administration, contribution management, grant management/administration, donor revenue management, accounts receivable, financial monitoring or related financial operations is required.

Practical experience in processing, verifying and reconciling financial transactions, including contributions, receivables, remittances and related supporting documentation is required.

Experience supporting month-end and year-end closure activities, including preparation of financial reports and follow-up on outstanding items is required.

Experience coordinating with multiple stakeholders and following up actions to ensure timely resolution of financial issues is required.

Experience in identifying and following up on discrepancies through review of financial data and system records is required.

Experience working with ERP or grant/contribution management systems, preferably SAP/VISION, FRM, CORE/Salesforce or similar systems, is an asset.

Experience in donor/private sector funding flows, is an asset.

Experience in international organizations and/or international organizations is an asset.

Language Requirements:

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or local language of the duty station is considered an asset.

Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAT)?:

No

Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:

No

Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:

No

The selected candidate for this position will be required to engage with vulnerable children: No

Competencies and level of proficiency required:

Recruitment Qualifications:

Attachments:

Print

