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TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Title: Finance Associate, (2 Positions)
Level: G6
Appointment Type: Temporary Appointment
Duration: 364 Days
Duty Station: Abuja, Nigeria
Reporting to: Finance Officer

BACKGROUND:

The Finance Section of UNICEF Nigeria Country Office (NCO) provides strategic financial management, stewardship, and operational support to ensure the effective and efficient utilization of resources in delivering results for children. The section supports programme implementation through robust financial planning, budget management, transaction processing, cash transfer management, financial monitoring, reporting, and compliance with UNICEF policies and procedures.

The Finance Associate (G6) position plays a critical role in strengthening financial management and internal controls across the Country Office and Field Offices. The incumbent supports the processing and monitoring of financial transactions, implementation of HACT and eZHACT processes, management of Direct Cash Transfers (DCTs), Direct Payments (DPs), reimbursements, liquidations, financial reporting, reconciliation activities, and the resolution of outstanding financial items. The position also contributes to capacity building of programme and implementing partner personnel on financial management requirements and supports timely donor reporting and audit readiness.

In line with UNICEF's commitment to accountability, transparency, and value for money, the Finance Associate will support the optimization of financial processes, strengthen compliance monitoring, improve financial data quality and reporting, and contribute to efficient programme delivery. The role requires close collaboration with programme sections, operations teams, implementing partners, and shared service providers to ensure timely, accurate, and compliant financial management in support of UNICEF Nigeria's programme objectives.

PURPOSE OF THE ASSIGNMENT:

The **Finance Associate**, based in Abuja, supports the effective, timely, and accurate delivery of financial services for UNICEF Nigeria's country programme. The assignment focuses on providing operational and transactional finance support in line with UNICEF financial rules, procedures, and internal controls.

The role involves supporting key finance functions, including invoice processing, payment preparation, financial data entry, reconciliations, and record management, to ensure transparency, compliance, and efficiency in the use of programme and operational funds. Through close collaboration with Finance Officers, Programme and Operations colleagues, the Finance Associate contributes to smooth workflow processing, timely disbursements, and the overall financial integrity of UNICEF Nigeria's operations.

Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or

favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

How can you make a difference?

The Finance Associate will be responsible for providing a variety of specialized tasks in finance functions, ensuring accurate and timely delivery that is in compliance with UNICEF financial rules and regulations, whilst demonstrating the capacity to research, adapt and evaluate irregular cases, and also to recommend improvements to process delivery and design.

The efficiency and effectiveness of the Finance Associate directly impacts 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.

At the G-6 level, the below tasks are expected to be carried out with a high level of independence.

Major Responsibilities.

- Advise and assist on all aspects related to preparation of reports, compilation of data and answering queries on pledges recorded, funds received, adjustments made to ensure financial compliance, accuracy and completeness of data for its inclusion into statement of accounts and adjustment of budgets. Advise units of discrepancies and assist to resolve differences in their records. Reconciliation of Open items
- Maintains financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports.
- Selects and enters data from a wide variety of documents, verifying and ensuring accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data.
- Prepares recurring reports as schedules and special reports especially Excel reports, as required for budget preparation, audits or other reasons.
- Provide support on monthly and year end accounts closure and assist in the preparation of year-end reports related to accounts receivable, accounts payable, prepayment, deposits, NEP and leave balances, etc.
- Advises and assists international staff, experts and consultants on all aspects of allowances, salary advances, travel claims and other financial matters, and calculates and authorizes payments due for claims and services.
- Initiates correspondence to verify data, answers queries and obtains additional information on accounts and financial transactions with GSSC, as required.
- Maintains liaisons 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. This includes prepares recurring reports and bank reconciliation.
- Reviews HACT transactions to ensure completeness and accuracy by tracing to supporting documentation.
- Prepares detailed cost estimates, and participates in budget analysis and projects, as required.
- Support in financial assurance activities and capacity building of UNICEF staff and Ips.
- Performs other duties, as required.

To qualify as an advocate for every child you will have…

Education:

Completion of secondary education is required. Professional/university level courses in Accounting and Finance/Business administration considered as an asset.

Experience:

A minimum of six years of clerical experience in the area of finance and accounting is required.

Desirables:
• At least six years of relevant experience in finance and accounting, particularly in transaction processing, financial monitoring, reconciliation and reporting.
• Demonstrated experience in financial reconciliations and management of open items, including accounts payable/receivable and related balance-sheet items.
• Practical experience with cash-transfer/HACT-related financial processes, including review of transactions and supporting documentation.
• Experience in budget analysis, expenditure monitoring and preparation of financial reports, with strong Excel skills.
• Experience supporting month-end/year-end closure, audits and financial compliance/internal controls.
• Experience using ERP-based financial systems, preferably SAP/VISION or a comparable system, for transaction processing, financial recording and monitoring.

Language Requirements:

Fluency in English is required.

For every Child, you will demonstrate…

UNICEF's values of Care, Respect, Integrity, Trust, Accountability and Sustianability (CRITAS).

- The UNICEF competencies required for this post are...
- Builds and maintains partnerships
- Demonstrates self-awareness and ethical awareness
- Drive to achieve results
- Innovates and embraces change

- Manages ambiguity and complexity
- Thinks and acts strategically
- Works collaboratively with others

During the recruitment process, we test candidates following the competency framework. Familiarize yourself with our competency framework and its different levels: competency framework here.