GENERIC JOB PROFILE

I. Post Information	
Job Title: Finance Assistant **Supervisor Title/ Level:** Finance Officer/ Specialist, level 2/3 or Dep Rep (Operations), level 4. **Organizational Unit:** Operations	**Job Level:** G-5 **Job Profile No.:** **CCOG Code:** 5 **Functional Code:** FIN **Job Classification Level:** G-5

II. 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.

Job organizational context

The Finance Assistant, at the G-5 level, reports to the Finance Officer/ Dep Rep (Operations).

Purpose for the job

The Finance Assistant will be responsible for providing a variety of technical and 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.

III. Key functions, accountabilities and related duties/tasks

1. Act as a Local Finance focal point, verify and ensure accuracy by checking invoices, making necessary calculations including all relevant data to be submitted to GSSC.

2. Maintains financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports.

3. 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.

4. Prepares recurring reports as scheduled and special reports as required for budget preparation, audits or other reasons.

5. Closes year-end account and assists in the preparation of year-end reports related to accounts receivable, accounts payable, prepayment, deposits, NEP and leave Balances (if applicable), etc.

6. Advises and assists international staff, experts and consultants on all aspects of allowances, salary advances, travel claims and other financial matters if needed before forwarding to GSSC.

7. 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 preparing recurring reports and bank reconciliation.

8. Prepares detailed cost estimates, and participates in budget analysis and projects, as required.

9. Acts as alternate for the Senior Finance Associate to review Direct Cash Transfer (DCT) submissions, including the FACE form, Quarterly Work Plan, Quarterly Progress Report and Estimated Budgets for advance, reimbursement, direct payment and liquidation from Programme Sections, to ensure completeness, accuracy and compliance with applicable policies, rules, procedures and guidelines; facilitates timely payment by GSSC and DCT liquidation and filing of these documents; advises Programme Sections on discrepancies or problems in DCT and provides required information related to DCT/HACT to Senior Management.

12. Prepares VAT declaration forms and performs VAT refund claims for the office and UNICEF-funded projects; liaises with tax authorities and related parties on all VAT-related issues; reviews the VAT receivable account on a monthly basis for accuracy and clearance.

13. Performs other duties, as required.

IV. Impact of Results

The efficiency and efficacy of the Finance Associate 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.

V. Capabilities Required

1. **Project Management (3)**
   - Create project plans, objectives and deliverables
   - Track and organize resources like time, budget, and team efforts
   - Identify and report potential risks for further guidance

2. **Collaboration (3)**
   - Navigate organizational dynamics and adapt behavior to respond to different situations
   - Choose appropriate words, tone and tailors' messages respectfully and persuasively to suit different audiences
   - Write clear, concise and well-structured reports and documents using appropriate language
   - Pay close attention to what others are saying, asking questions for clarification
   - Present ideas and information clearly in front of groups

3. **Problem Solving (3)**
   - Analyze data, identify trends, patterns and anomalies
   - Evaluate information, analyze problems, identify underlying causes and risks
   - Summarize and communicate findings, focusing on actionable insights to support decision-making
   - Make decisions in time-sensitive situations, even with incomplete information
   - Assess the potential impact of solutions (costs, benefits and risks)

4. **Digital Dexterity (3)**
   - Utilize AI-powered tools and platforms to automate data analysis
   - Apply prompts to improve the quality of reports and data, ensuring alignment with internal regulations and policies
   - Use specialist technology business systems and software
   - Analyze and summarize data from various business systems to generate reports and insights

VI. UNICEF values and competency Required (based on the updated Framework)

Core Values

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

Core Competencies for Staff with Supervisory Responsibilities *

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)

- Manages ambiguity and complexity (2)

Core Competencies for Staff without Supervisory Responsibilities

- 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)
- Drive to Achieve Impactful Results (1)
- Manages Ambiguity and Complexity (1)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Manages people is only applicable to staff who supervise others.

VII. Recruitment Qualifications	
Education:	Completion of secondary education minimum is required. University-level courses in Accounts, Finance or Administration are desirable.
Experience:	At least five years of experience in finance and accounting is required. Proficiency in the use of computers is required; full knowledge of LAN, Microsoft Office and other software is desirable. Knowledge of UNICEF policy and procedures would be an asset. Experience in financial management within an international organization, UN agency or large corporation is an advantage. Experience with SAP financial modules, IPSAS and/or IFRS is an asset. Experience supporting Direct Implementation, VAT processes, audit follow-up or emergency response is desirable.
Language Requirements:	Fluency in English and Vietnamese is required. Knowledge of another official UN language (Arabic, Chines, French, Russian or Spanish) is considered an asset.

VIII. Child Safeguarding	
Is this role a representative, deputy representative, chief of field office, the most senior child protection role in the office, child safeguarding focal point,	NO

or investigator (OIAI)?:	
Is this post a direct contact role in which incumbents 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