UNITED NATIONS CHILDREN'S FUND

JOB PROFILE

I. Post Information

Job Title: **Senior Accounts Associate** Supervisor Title/ Level: Accounting Manager, P4 #3684 Organizational Unit: Financial Management Centre (FMC) Post Location: Supply Division, Copenhagen, Denmark	Job Level: GS-7 Job Profile No.: 139120 Job Classification Level: GS7

II. Strategic office 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.

Strategic office context:

UNICEF Supply Division (SD) works to ensure equitable and inclusive access to essential supplies and services for children and their families, in development, humanitarian and fragile contexts. These supplies are critical to saving lives, supporting children's health and education, and protecting them from abuse, exploitation, and neglect. As the UN's largest end to end supply chain entity, UNICEF leverages its global reach, market influence, supply chain expertise and partnerships with governments, civil society, private sector, industry, and other stakeholders to meet children's needs and protect their rights around the world.

SD focuses on three result areas to maximize impact, scale, and effectiveness: strategic procurement; supply preparedness and response in humanitarian and fragile contexts; and supply chain optimization. To facilitate and accelerate progress toward these results, SD employs three change strategies: financing for supply and services, supply chain digitalization and supply chain localization.

The Financial Management Centre supports SD with efficient and effective accounting and reporting on all funding streams, with monitoring and analysis of SD's financial resources and

financial sustainability of operations and advises and coordinates on matters relating to risk management, audits and governance.

Purpose for the job

Under the overall guidance of the Accounting Manager, the Senior Accounts Associate is accountable for ensuring the effective financial, accounting and treasury support of UNICEF SD operations and activities in compliance with UNICEF Financial Rules and Regulations and International Public Sector Accounting Standards (IPSAS).

The role supports warehouse accounting processes and activities by ensuring that procedures and controls are in place and by accurate and timely recording of transactions, as well as the preparation of financial reports and analyses.

The position shall work with limited supervision and be responsible to coordinate the design and development of new processes, develop training materials and indirect supervision and, coordinate related projects with different levels of stakeholders (UNICEF country offices, Division of Financial and Administrative Management (DFAM) and external partners).

III. Key functions, accountabilities and related duties/tasks:

Summary of key functions/accountabilities:

1. Ensure oversight, reconciliation and reporting of inventory and warehouse-related transactions.
    - Coordinate closely with stakeholders to strengthen inventory management and improve accuracy.
    - Participate in and support periodic physical inventory counts in SD warehouses and perform related reconciliations.
    - Perform periodic SD inventory review exercises and document findings and adjustments.
    - Reconcile warehouse overheads and revenue reports and provide input into warehouse throughput and performance monitoring.
    - Support PSB (Property Survey Board) processes by preparing and providing SD inventory stock adjustment reports.
    - Respond to and resolve audit queries related to inventory and warehouse activities.
2. Manage material pricing and related processes to ensure compliance, accuracy of material-related transactions.
    - Perform monthly, annual, and ad-hoc material price reviews and updates.
    - Execute month-end and year-end material accounting procedures and reconciliations.
    - Review, analyze, and report on overhead conditions and flat fee structures.
    - Create and maintain views for standard stock and standard non-stock materials.
    - Calculate kit prices and settle production orders accurately and timely.
    - Process, review, and analyze transactions and account balances, initiating required adjustments.
    - Monitor system compliance with UNICEF Financial Rules and Regulations.
3. Ensure adherence to financial rules, strengthen internal controls, and contributes to ongoing process and capability development.
    - Ensure all activities comply with UNICEF Financial Rules and Regulations, and internal control requirements.
    - Contribute to the regular review and improvement of processes, and update of manuals, divisional guidelines and procedures.

- Participate in the design, testing and implementation of new and revised systems affecting warehouse accounting.
- Identify opportunities for system and process improvements within the area of responsibility.

4. Ensure timely, accurate and compliant processing of inventory-related transactions in line with UNICEF policies and procedures.
    - Manage processing and reporting related to contributions in kind (CIK).
    - Ensure timely invoicing, fund allocation, and clearing of CIK transactions in coordination with relevant stakeholders.
    - Support the compliant closure of freight purchase orders and resolution of related queries.
5. Identify training needs and develops training activities within the area of responsibility.
    - Conduct training sessions to improve stakeholder understanding of inventory management processes.
    - Contribute to joint webinars, knowledge-sharing sessions on inventory and warehouse-related topics.
    - Enhance communication and understanding of CIK processes.
6. Provide flexible operational support to ensure continuity of operations across the unit.
    - Act as an MDM LFP (Master Data Management Local Focal Point), processing MDM requests and ensuring effective communication with relevant stakeholders.
    - Provide backup support to colleagues within the unit, including treasury tasks as needed.
    - Collaborate effectively with internal stakeholders.
    - Perform ad hoc tasks in related accounting and finance areas as required.
    - Perform any other duties as requested by the supervisor.

IV. Impact of Results

The incumbent of the position will support the Divisional Accounting and Reporting Unit (DARU), FMC in ensuring the timeliness and accuracy of warehouse transactions, period-end financial closure, invoice processing as well as processing of financial information facilitating and contributing to timely and accurate financial reporting of UNICEF. By maintaining efficient accounting processes, accurate financial reporting, and effective reconciliations and monitoring, the role enhances the division’s operational efficiency and stakeholder satisfaction. This, in turn, strengthens UNICEF’s ability to manage resources transparently, make informed financial decisions, and achieve its programmatic objectives effectively.

V. Capabilities Required

1. Project Management

    - Design and Create project plans, objectives and deliverables .
    - Track and organize resources like time, budget, and team efforts.
    - Prepare recommendations on risk assessment and mitigation factors.

2. Collaboration
    - Navigate organizational dynamics and adapt behavior to respond to management requirements.
    - Choose appropriate words, tone and tailors' messages respectfully and persuasively to suit different audiences at all levels.

- Prepares articulated and clear, concise and well-structured reports and documents using appropriate language.
- Pay close attention to what others are saying, actively listening and sking questions for clarification.
- Presents ideas and advocates new concepts of information clearly in front of groups.

3. Problem Solving
   - Analyze multiple data origins, identify trends, patterns and anomalies.
   - Evaluate information, analyze problems, identify underlying causes and risks with recommendations.
   - 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
   - Competent in the utilization of AI-powered tools and platforms to automate data analysis.
   - Apply prompts to improve the effectivity of quality of reports and data, ensuring alignment with internal regulations and policies for management decisions.
   - Use specialist technology business systems and software and support progressive policy improvements.
   - Analyze and summarize data from various business systems to generate reports and insights.

VI. Competencies and level of proficiency required

Core values	**Core competencies**
• Care • Respect • Integrity • Trust • Accountability • Sustainability	• Builds and maintains partnerships (1) • Demonstrates self-awareness and ethical awareness (1) • Drive to achieve results for impact (1) • Innovates and embraces change (1) • Thinks and acts strategically (1) • Manages ambiguity and complexity (1) • Works collaboratively with others (1)

VII. Recruitment Qualifications

Education:	• Secondary education, preferably supplemented with commercial college certificate in accounting and/or

	university level courses in accounting, business or finance. • Accounting qualification in ACCA, CPA, CIMA or equivalent diplomas in accounting, business administration, financial management, economics or equivalent is desirable.
Experience:	• A minimum of seven years of broad accounting experience, preferably in an international / governmental (non-profit) organization in a highly computerized environment; and preferably experience in warehouse accounting area. • Proven record in process development, documentation and implementation. • Experience in the areas of project management and systems development would be an asset.
Skills and knowledge:	• Shown experience in working in advanced MS Excel. • Experience in SAP or a similar ERP system. • Working knowledge of accounting principles and standards, IPSAS/IFRS • Knowledge of Power BI would be an asset.
Language requirements:	• Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.