TERMS OF REFERENCE

Title:	**Accounting & Finance Manager**
Post Number:	**00138886**
Level:	**P-4**
Duty Station:	**New York**
Reports to:	**Chief, Financial Reporting**
Section:	**DFAM/FRGM**
Duration:	**6 months**

Background

UNICEF's financial and administrative management operating environment is becoming increasingly dynamic and complex and UNICEF's funding sources are becoming more complex to record, manage, monitor and report on. With this comes more scrutiny from our donors and oversight bodies on how resources are managed. Furthermore, UNICEF has and continues to invest in technology platforms to improve our internal controls and their monitoring. These developments impact the financial and operating risks faced by UNICEF. UNICEF is achieving enhanced information integrity through establishing automated processes that contribute towards agile, robust and quality reporting.

The role of DFAM is to safeguard the financial resources entrusted to UNICEF for the survival, development and protection of the world's children by maintaining and improving financial and administrative systems and procedures to ensure efficient, cost-effective and transparent utilization of these resources. DFAM is based in New York with representation extending to Brussels, Belgium. The Division is divided into four sections that carry out financial reporting and grants management, administrative and common services, strategic resource management, and treasury and structured finance. Divisional coordination is under the Office of the Comptroller.

Purpose of Assignment

This post leads the Financial Reporting Unit ("FRU") of the Financial Reporting and Grant Management Section of DFAM, reporting to the Chief, Financial Reporting (P-5).

The incumbent and its team will perform a key role in operationalizing and maintaining International Public Sector Accounting Standards (IPSAS) compliant reporting at UNICEF This will include reviewing existing and proposing, documenting and implementing new accounting policies, procedures and processes to meet new and emerging IPSAS compliance needs. The incumbent will be responsible for the specification, development and systematic review of a suite of reports in accordance with IPSAS. The incumbent will also manage and coordinate the production of high quality and timely interim financial reports and analyses to support business management needs.

The incumbent will manage the system accounting unit which is the principal interface between DFAM FRU and the Digital Impact Division (DID) and will be accountable (as aided by the unit's direct reports), for all the system administrative duties that are within the remit of DFAM FRU.

Main Responsibilities

1. Produce UNICEF's annual IPSAS compliant financial statements on time and in compliance with IPSAS; UNICEF's Financial Regulations and Rules, and UNICEF's policies and procedures. This will be achieved through managing the monthly and year-end closure activities and through collaboration and coordination of inputs from other offices and units.
2. Act as the primary DFAM Financial Reporting and Grant Management focal point for external audit and liaise with the auditors as required. This includes the annual external audit of the financial statements, as well as presenting and positioning UNICEF's accounting policies in line with current or new IPSAS standards based on their application to the UNICEF organizational model.
3. Manage and coordinate high quality and timely interim financial reports, variance analysis and other reports to be used by senior management. Coordinate inputs from other offices and units as required.
4. Provide input into corporate reporting such as the Executive Director's Annual Report (EDAR), annual financial statistics for the Secretariat of the UN System Chief Executives Board for Coordination (CEB), annual OECD CRS and TOSSD statistics on development finance and others as required and respond timely to inquiries from others on UNICEF's external financial reporting through a client service-oriented approach.
5. Serve as the primary technical accounting and IPSAS focal point for UNICEF both internally and externally. Keep up to date and comment on proposed revisions and additions to the IPSAS standards, frameworks, draft papers and other deliverables. Review and analyze all new standards; develop gap analysis, policy positions, detailed work plans, and identify system and reporting changes for each new standard based on application to the UNICEF organizational model and with consideration of UN system perspectives on application. Coordinate activities with key organizational stakeholders such as business process owners. Provide technical advice and guidance to UNICEF divisions and staff as required.
6. Identify and provide feedback and suggestions to senior management on possible improvements to the system and UNICEF's accounting policies, procedures and processes with due consideration of business process efficiency and practicality of implementation.
7. Manage a team and perform other related duties as assigned.

Impact of Results

Within the parameters of the IPSAS standards, UNICEF's Financial Regulations and Rules, policies and guidance, the incumbent will prepare high quality and timely financial statements, variance analysis and other reports to be used by external stakeholders, senior management, other HQ staff and divisions, and Regional and Country Offices for decision making purposes; and draft interim and year end closure instructions requiring interpretation of guidelines and utilizing judgement

Incumbent interprets IPSAS standards within the context of the UNICEF organizational model, develops related accounting policy position papers, and prepares financial statements based on this interpretation. Management relies on the robust interpretation of these standards. Incorrect financial reporting and/or inaccurate interpretation of IPSAS standards and related policies, procedures and guidance may also lead to poor management decisions and impact adversely UNICEF's image with donors, programme delivery and inter-agency relationships.

Eligibility and Minimum Qualifications

- Education: Master or equivalent (Advanced University Degree) in Accounting, Finance, Business Administration, Economics or any other related fields is required. A Bachelor or equivalent (First Level University Degree) in a relevant area combined with 2 additional years of relevant work experience may be accepted in lieu of an advanced university degree. Professional certification as a chartered accountant (CA), certified public accountant (CPA) or equivalent is required.
- Experience: At least 8 years' progressively responsible experience in accounting or financial auditing, including at least 1 year of team management experience.
- Hands-on experience in preparation of financial statements under IFRS or IPSAS.
- Knowledge of technical accounting, variance analysis and experience working with enterprise resources management (ERP) systems, preferably SAP.
- Language Requirements: Excellent written and spoken communication skills in English.

Desirables:

An advanced university degree.

- Experience in preparing financial statements of a large multi-national entity. Knowledge of the UN system.Experience in the non-profit sector or working internationally.
- Knowledge of another LIN language (Arabic, French, Chinese, Spanish, Russian) is an asset.
- Relevant experience at country level, particularly in development, fragile settings and humanitarian contexts.

UNICEF Values and Competencies

i) Core Values
- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies
- Nurtures, leads and manages people (2)
- 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 results for impact (2)
- Manages ambiguity and complexity (2)

Conditions of Work

The temporary assignment spans 6 months **on-site** in New York. The assignment is estimated to start on 1 February 2027 allowing a short hand-over with the incumbent.